

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**November 7, 2007**

**7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Guinta calls the meeting to order.
2. The Clerk calls the roll.
3. Recognition of the 125<sup>th</sup> anniversary of the First Presbyterian Church.
4. Jac Pac updated to be presented by Dick Anagnost.

### **CONSENT AGENDA**

5. Mayor Guinta advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

### **Pole Petitions—approve under the supervision of the Department of Highways**

- A. PSNH Pole Petition #11-1177 located on Summer South Back and Green Street

### **Sidewalk Petitions (50/50 Program FY2007) – Approve subject to the availability of funding**

- B. Communication from Jay Davini, Public Utilities Coordinator, requesting approval of sidewalk petitions.

**Accept Funds and Remand for the Purpose Intended**

- C. In the amount of \$1,000 from the Granite State Immunization Partnership for the Health Department to conduct a Vote and Vax Flu Shot Clinic on November 6, 2007.
- D. In the amount of \$6,742.80 for a Conservation License Plate Grant award for the School Committee Records of the Town/City of Manchester, 1824-1876 project.

**Informational – to be Received and Filed**

- E. Communication from the Pinard Family expressing their gratitude for the Board's expressions of sympathy during their recent loss.
- F. Manchester Health Department Monthly Report Summary, October 2007.
- G. Communication from David Smith, MTA Executive Director, relative to health insurance for part-time operators.
- H. Communication from Comcast advising of the third quarter 2007 franchise fee payment in the amount of \$339,318.37.

**REFERRALS TO COMMITTEES**

**COMMITTEE ON BILLS ON SECOND READING  
(Concurrent referral to Public Hearing to be held on  
Monday, November 26, 2007 at 6:00 PM.)**

- I. Zoning Ordinance Amendment:

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking.”

## **REPORTS OF COMMITTEES**

### **COMMITTEE ON BILLS ON SECOND READING**

**J.**     Recommending that Ordinance Amendments:

“Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester.”

ought to pass.

*(Unanimous vote with the exception of Alderman Garrity who was absent.)*

**K.**     Recommending that Ordinance Amendment:

“Amending Sections 33.024, 33.025, & 33.026 (VISTA Project Manager) of the Code of Ordinances of the City of Manchester.”

ought to pass as amended.

*(Unanimous vote with the exception of Alderman Garrity who was absent.)*

### **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**L.**     Recommending that the City of Manchester self-insure the dental insurance program for employee’s effective January 1, 2008.

*(Unanimous vote)*

**M.**     Advising that it has approved Ordinance:

“Amending Section 33.026 (Fire Chief & Deputy Fire Chief) of the Code of Ordinances of the City of Manchester.”

Providing for changes in class specifications, which do not change the title of the positions and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

*(Unanimous vote)*

- N. Recommending that the Board of Mayor and Aldermen authorize an increase in the per diem offered to substitute nurses from \$100 to \$135 as requested by the Public Health Director.  
*(Unanimous vote)*
- O. Recommending that the Public Health Specialist II (Grade 19) position in the Health Department be reclassified to a Public Health Specialist I (Grade 16), and that the part-time position be converted to a full-time position.  
*(Unanimous vote)*
- P. Advising that it has approved the reclassification of the Legislative Assistant (Grade 16) position in the Highway Department to Purchasing Assistant (Grade 12) and for such purpose recommends that the related ordinance be referred to the Committee on Bills on Second Reading for technical review.  
*(Unanimous vote with the exception of Alderman Garrity who was absent.)*

#### **COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC**

- Q. Advising that it has approved Ordinance Amendment:
- “Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee.”
- and recommends that it be referred to the Committee on Bills on Second Reading for technical review.  
*(Unanimous vote.)*
- R. Advising that it has approved Ordinance Amendment:
- “Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street.”



and recommends that it be referred to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote.)*

- S. Recommending that the Wayfinding Sign Package submitted by the Director of Planning and Community Development, and enclosed herein, be approved.  
*(Unanimous vote.)*
- T. Recommending that a request of Intown Manchester for the curtailment of parking enforcement during the Downtown Shopping Night to be held on Thursday, November 29<sup>th</sup> from 5 until 9 PM and on each Thursday during the month of December from 5 until 8 PM be granted and approved.  
*(Unanimous vote.)*
- U. Advising that a communication from Deputy Chief Lussier relative to tasers is being forwarded to the Board for informational purposes only.  
*(Unanimous vote.)*
- V. Recommending that a request to issue SCORE Volunteer Parking Permits for the Pine Street Lot in replacement of Pine Street Lot Permits, as outlined herein, be granted and approved.  
*(Unanimous vote.)*
- W. Recommending that regulations governing standing, stopping, parking and operations of vehicles be adopted and put into effect when duly advertised and posted.  
*(Unanimous vote.)*

**LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

- 6. Nominations to be presented by Mayor Guinta, if available.

## **OTHER BUSINESS**

7. Ordinances: **(A motion is in order to read by titles only.)**

“Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025, & 33.026 (VISTA Project Manager) of the Code of Ordinances of the City of Manchester.”

**These Ordinances having had their second reading by titles only, the question is on passing same to be enrolled.**

8. Mayor Guinta advises that a motion is in order to recess the regular meeting to allow the Committee on Accounts, Enrollment and Revenue Administration to meet.

9. Mayor Guinta calls the meeting back to order.

10. Report of the Committee on Accounts, Enrollment and Revenue Administration, if available.

**Ladies and Gentlemen, what is your pleasure?**

11. Ordinance: **(A motion is in order to read by title only.)**

“Amending Section 33.026 (Fire Chief & Deputy Fire Chief) of the Code of Ordinances of the City of Manchester.”

**This Ordinance having had the approval of the Human Resources Committee, a motion is in order that the Ordinance pass and be ordained.**

**12. Ordinances: (A motion is in order to read by titles only.)**

“Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025, & 33.026 (VISTA Project Manager) of the Code of Ordinances of the City of Manchester.”

**These Ordinances having had their third and final reading by titles only, the question is on passing same to be ordained.**

**TABLED ITEMS**

**A motion is in order to remove any of the following items from the table for discussion.**

**13. Report of the Committee on Bills on Second Reading recommending that Ordinance:**

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.”

ought to pass.

*(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)  
(Tabled 09/05/2006)*

**14. Report of the Committee on Bills on Second Reading recommending that Ordinance:**

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery.”

ought to pass.

*(Aldermen Duval, Lopez, Garrity and Pinard recorded in favor; Alderman Gatsas opposed.)  
(Tabled 09/05/2006)*

15. Report of the Committee on Community Improvement advising that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2<sup>nd</sup> mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.

*(Unanimous vote)*

*(Tabled 05/15/2007. Additional materials provided by Finance enclosed.)*

16. A Majority report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.

*(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)*

*(Tabled 06/05/2007)*

A Minority report of the Committee on Bills on Second Reading recommending that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

ought to pass.

The minority advises that the proposed zoning, in its opinion, is consistent with the highest and best use of the property and that neighborhood concerns can be best addressed through the development process at the Planning Board level, therefore, that such rezoning should be considered subject to the Planning Board approving any plans for development of the property.

S/Alderman Lopez

*(Tabled 06/05/2007)*

**(Note: additional communications from Alderman Garrity and petitions enclosed.)**

**17. NEW BUSINESS**

- a) Communications
- b) Aldermen

**18. If there is no further business, a motion is in order to adjourn.**

# First Presbyterian Church

PASTOR  
REV. DOUGLAS RICKARD

75 SECOND STREET  
MANCHESTER, NH 03102  
TELEPHONE 669-2440

MAILING ADDRESS  
P.O. BOX 1631  
MANCHESTER, NH 03105-1631

October 9, 2007

The Honorable George Smith  
102 Boynton Street  
Manchester, N.H. 03102

Dear Alderman Smith:

On behalf of the elders, deacons and members of the First Presbyterian Church of Manchester, I am requesting some form of official recognition from the City as we celebrate our 125<sup>th</sup> anniversary.

Our church, located at 75 Second Street, was founded on July 26, 1882 by a few dozen individuals. Although we are currently in the Presbytery of Northern New England, the effort to create our church was organized by the Boston Presbytery. Our church building has withstood the Flood of 1936 and the congregation worships every Sunday in the original sanctuary. (This beautiful chamber was recently renovated.) The church began as the German Presbyterian Church but, as demographics changed on the West Side, the German services were discontinued in 1942. It was also then that the church name was changed from the German Presbyterian Church to the First Presbyterian Church.

Our church continues to recognize diversity today, as we have proudly welcomed members from the African continent. In addition to being a welcoming church, we are also a very stable one. We have only had fifteen pastors during our history.

We are proud of our efforts to fulfill God's mission in our corner of His world. As this year slowly draws to a close, some recognition from the City of Manchester would make it very special.

Thank you for your time and consideration of this request.

Sincerely,



Reverend Douglas Rickard  
Pastor

CITY OF MANCHESTER, NH  
**PETITION FOR POLE LOCATION LICENSE**

POLE LOCATION  
FORM NO. 1

October 10, 2007

*To the Hon. Board of Mayor and Aldermen  
of the City of Manchester, New Hampshire:*

**PUBLIC SERVICE OF NEW HAMPSHIRE  
&  
VERIZON NEW ENGLAND, INC.**

request a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary, along, across, and under the following public ways:

**License four (4) poles, 679/1S1, 1137/11, 679/1 and 972/41 and 250' Underground Conduit from pole 971/39 to Mausoleum within the Valley Street Cemetery located on Summer South Back and Green Street in the City of Manchester.**

Wherefore we pray, that we be granted a license to install and maintain underground conduits, cables and wires and to erect and maintain poles and structures with wires, cables, conduits and devices thereon together with sustaining, strengthening and protecting fixtures as may be necessary, said underground conduits, poles and structures to be installed approximately in accordance with the plan filed herewith marked "POLE LOCATION PLAN, PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND".

Plan No. 11-1177  
Dated: 5/29/2007

**PUBLIC SERVICE OF NEW HAMPSHIRE**

BY:   
Licensing Specialist

**VERIZON NEW ENGLAND, INC.**

BY:   
Right of Way Department

A



**City of Manchester  
Department of Highways**

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

**Commission**


Edward J. Beleski  
- Chairman  
Joan Flurey  
William F. Houghton Jr.  
Robert R. Rivard  
William A. Varkas

Frank C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director

**- MEMORANDUM -**

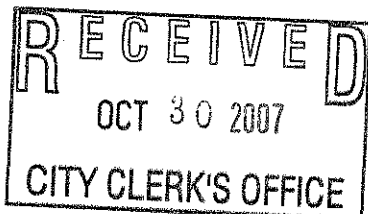
TO: Paula LeBlond – Kang  
2<sup>nd</sup> Deputy City Clerk

FROM:  Jay W. Davini  
Public Utilities Coordinator

DATE: October 26, 2007

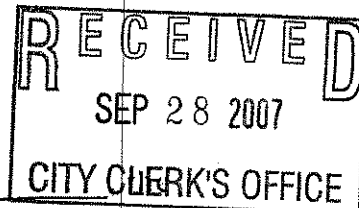
RE: Sidewalk Petitions – 50/50 Program FY2008

Please submit all the Sidewalk Improvement Petitions you are currently holding to the Board of Mayor and Aldermen for approval.



B

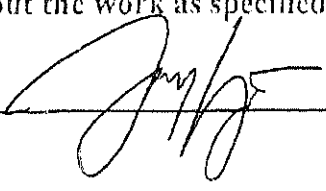


TO THE HONORABLE BOARD OF MAYOR AND  
ALDERMEN:I/we, Tommy Fournier  
Name(s)owner(s) of the real estate abutting upon 148 Cypress ST  
Street AddressManchester, NH 03103Description (including footage): Lot Has Soft of Frontage  
with a Driveway onto property

desire that:

- ☐ A sidewalk be constructed along said frontage  
☐ A sidewalk be reconstructed along said frontage  
☒ Curbing be installed along said frontage  
☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed: Owner148 Cypress ST Manchester NH 03103  
Mailing AddressPhone #: 603-645-1056Date: 9-28-07

B



TO THE HONORABLE BOARD OF MAYOR AND  
ALDERMEN:

07 OCT 15 P3:02

I/we, Michael Vigneau, the  
*Name(s)*

owner(s) of the real estate abutting upon 122 McQuesten St.  
*Street Address*

Manchester, NH 03102

Description (including footage): Curbing to be installed. The start of the curbing would begin at the driveway near the mailbox (angling upward from the ground and then matching the next piece of curb). It would curve around the driveway section near the mailbox. After the curb, it would run straight to the telephone pole location. It would end at the telephone pole. The estimated footage from the curved section (including the curve) to the telephone pole is 45 feet.

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☐ A sidewalk be reconstructed along said frontage
- ☒ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

*Owner*

*Owner*

122 McQuesten St., Manchester, NH 03102

*Mailing Address*

Phone #:

(603) 785-5129

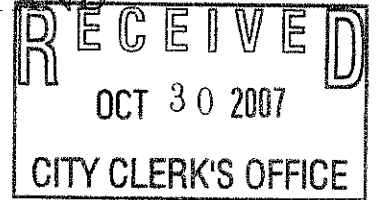
Date:

10/11/2007

B



TO THE HONORABLE BOARD OF MAYOR AND  
ALDERMEN:



I/we, ROBERT E. MORIN, the  
Name(s)

owner(s) of the real estate abutting upon 734 CHESTNUT ST.  
Street Address

Manchester, NH 03104

Description (including footage): SIDEWALK HAS BUCKLED FROM  
A TREE ROOT WHICH HAS SURFACED. IT CREATES A  
HAZARD FOR CUSTOMERS ENTERING OUR BUILDING.  
APPROX. 15 FEET

desire that:

- ☐ A sidewalk be constructed along said frontage
- ☒ A sidewalk be reconstructed along said frontage
- ☐ Curbing be installed along said frontage
- ☐ Curbing be reset along said frontage

hereby agreeing that if said improvement is made, I/we will pay one-half (1/2) the cost of same. I/we the undersigned request your Honorable Board to grant this petition and to direct the Public Works Director to prepare and execute the necessary agreement between said petitioner(s) and the City of Manchester and forthwith to carry out the work as specified above.

Signed:

R. E. Morin

Owner

Owner

734 CHESTNUT ST. MANCHESTER NH 03104

Mailing Address

Phone #:

603/627-8856

Date:

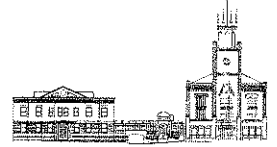
10/26/07

B



# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk


Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

### MEMORANDUM

To: Board of Mayor and Aldermen

From: C. Johnson   
Deputy City Clerk

Date: October 12, 2007

Re: Accept and Remand Funds – Flu Shot Clinic

Enclosed please find a copy of a communication from Tim Soucy, Public Health Director, seeking authorization to accept funds and remand for the purpose intended for the Vote and Vax Project which will be presented under new business for consideration at the October 16<sup>th</sup> meeting of the Board.

Enclosure

pc: Finance Officer



# CITY OF MANCHESTER

## Department of Health

1528 Elm Street  
Manchester, NH 03101 -2106  
Telephone: (603) 624-6466  
Administrative & Environmental Health Fax: (603) 628-6004  
Community Health Fax: (603) 665-6894  
School Health Fax: (603) 624-6584  
Website: [www.ManchesterNH.gov/Health](http://www.ManchesterNH.gov/Health)

### BOARD OF HEALTH

Carol Bednarowski  
Laura Smith Emmick, MD  
William A. Mehan, DMD, MS  
Mary Mongan, R.N.  
Kristin H. Schmidt, PA-C

Timothy M. Soucy, REHS, MPH  
Public Health Director

Anna J. Thomas, MPH  
Deputy Public Health Director

October 12, 2007

Honorable Mayor and Board of Aldermen  
C/o City Clerk's Office  
1 City Hall Plaza  
Manchester, New Hampshire 03101

Subject: Request to Accept Funds for Vote & Vax Project

Dear Mayor Guinta and Board of Aldermen,

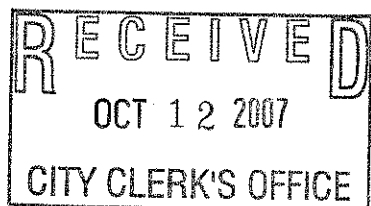
Through collaboration with the Granite State Immunization Partnership, the Manchester Health Department is holding a Vote and Vax Flu Shot Clinic on November 6, 2007. This pilot program will provide the voters of Ward 3 an opportunity to receive a flu shot, free of charge, between the hours of 8:00-11:00 am and 4:00-7:00 pm. Flu vaccine is being provided by the State of New Hampshire Immunization Program.

In lieu of charging an administration fee for individuals receiving a flu shot, the Granite State Immunization Partnership will provide a stipend of \$1,000.00 to the Manchester Health Department. The Health Department will use these funds to cover the overtime costs for clerical staff working the clinic (\$200). The remaining balance (\$800) will be deposited into our revolving Vaccine Account and will be used to purchase future flu vaccine. Attached are the Granite State Immunization Partnership's minutes at which time the funds were approved.

I appreciate your favorable review of this request and will be available should you have any questions or concerns.

Sincerely,

Timothy M. Soucy, REHS, MPH  
Public Health Director



**Granite State Immunization Partnership  
(GSIP)  
Meeting Minutes  
September 19, 2007**

1. The September 19, 2007 meeting of the Granite State Immunization Partnership was called to order at 10:05 a.m. at the Breathe New Hampshire building, 9 Cedarwood Drive Unit 12, Bedford, NH. The following members were in attendance:

**Lia Baroody** – Bureau of Elderly and Adult Services  
**Marcella Bobinsky** – NH Immunization Program  
**Kathy Capistran** – Manchester Health Dept.  
**Chris Caron** – Nashua Dept. of Public Health  
**Karen Donoghue** – NH Immunization Program  
**Kim Grace** – NH Diabetes Education Program  
**Colleen Haggerty** – NH Immunization Program  
**Melissa McAllister** – Anthem Blue Cross/Blue Shield  
**Katherine McKernan** – GSIP Administrative Coordinator  
**Tim O'Brien** – GlaxoSmithKline  
**Dr. James Pilliod** – NH Legislature  
**Liz Pujolas** – MedImmune  
**Sherry Schilb** – sanofi pasteur  
**Diane Smogor** – Breathe New Hampshire

2. **Secretary's Report:** The minutes from the August 15, 2007 meeting were reviewed. Kim Grace made a motion to accept the minutes as amended. Chris Caron seconded the motion. All in favor.

3. **Financial Report:** The current balance remains unchanged at \$5,846.36.

4. **Committee Reports:**

- Karen Donoghue reported on the Healthcare Worker & Provider Education Committee:
  - The committee discussed logistical details about the upcoming Vote & Vax initiative taking place this November.
  - Nashua can bill Medicare; Manchester doesn't have the mechanism in place to do so.
  - Clinics will take place at the Manchester Health Department, Manchester; Amherst Street School, Nashua; and Dr. Crisp School, Nashua.
  - Clerical help will be needed on polling day at the sites. Volunteers from GSIP would be welcomed.
  - Financial support to cover staff costs will be needed. A motion was made by Kim Grace for the GSIP to provide \$1,000 to each Health Department to help defray the additional staff costs for the initiative. Liz Pujolas seconded the motion. All in favor.



- Lia Baroody reported on the Adult Education Committee:
  - The draft of “Adults Need Vaccines, Too!” poster developed by the NHIP will be edited by Melissa McAllister. It will be distributed to Senior Centers and through the home meal delivery program.
  - Karen Donoghue and Lia Baroody will look into the availability and cost of a business card provided by the CDC with a reminder about adult vaccinations.
  - The committee will explore the possibility of having a representative do a program with the “Coffee Chat” broadcast on WKXL in December. The topic to be discussed would be the importance of adult vaccination and a reminder that it’s not too late for a flu shot.
  - A public service announcement reminder to receive immunizations remains a possibility. Although the broadcast time (usually around 2 a.m.) is not optimal for reaching a large audience, it does reach a higher-risk population.
  - Diane Smogor will check with the nurses at the Legislative Office Building about the possibility of a flu shot clinic for legislators.
  - Diane Smogor presented options for a messaging click pen to be purchased as a give-away at health fairs. The committee will determine the 6 messages to be placed on the pen.

**5. E-tool Kit:** A meeting will be held on October 3, 2007 at 8:30 a.m. at the Department of Health & Human Services building in Concord, NH to review materials for the 2007 E-tool Kit. Kim Grace, Lia Baroody, Colleen Haggerty, Karen Donoghue and Katherine McKernan have volunteered to perform this review. Anyone else interested in attending the meeting is welcome to attend.

- Other suggestions regarding the E-tool Kit:
  - The NHIP could put a notice in the flu vaccine delivery boxes about the availability of the tool kit.
  - The NHPHA may be willing to promote the GSIP on their website.
  - The Flu Locator will still be available as a link to upcoming scheduled clinics.

**6. NHIP Update:** Karen Donoghue and Marcella Bobinsky gave an update on the activities of the New Hampshire Immunization Program:

- Welcome to Marcella Bobinsky, the new NHIP Program Manager.
- An Immunization Workshop will be held on October 17, 2007 at the Holiday Inn in Concord, NH from 5:30-8:30 p.m. Donna Weaver, RN, MN, Nurse Educator from the CDC will be the keynote speaker. It is free of charge with dinner provided and 2.5 hours of CEUs. To register, contact Malone Steele at 603-895-1514x3 or visit [www.snhahec.org](http://www.snhahec.org).
- Provider awards will be presented on October 26, 2007 to providers who have achieved a 90% or greater rate of childhood immunization coverage. Over 80 awards will be presented.
- The New Hampshire Vaccine Association will hold a meeting on October 4, 2007. For more information, contact Karen Donoghue.
- Jill Fournier will be leaving the NHIP, opening a position for Public Health Nurse.
- The Fall Leaves flu vaccine reminder poster was reviewed. It will be available for distribution soon.



**7. QIO Poster:** The posters should be delivered to Breathe New Hampshire in a week or two. Although there wasn't adequate space to add the GSIP logo, the GSIP logo wording will appear on both sides of the poster. The packet will contain a cover letter and two posters. Approximately 1,500 will be mailed to the groups identified in last month's minutes.

**8. Facilitator:** Thanks to Diane Smogor for facilitating the meeting.

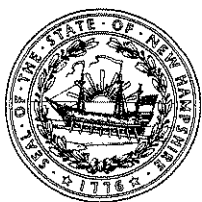
**9. Thank You:** Thanks to Sherry Schilb for providing refreshments for the meeting.

Meeting adjourned at 11:55 a.m.

Respectfully submitted, Katherine McKernan

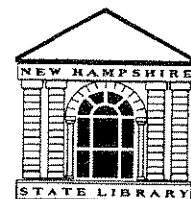
**MARK YOUR CALENDAR FOR THE NEXT  
GSIP MEETING  
October 17, 2007  
10:00 A.M. – 12:00 Noon  
Scheduled Facilitator is Tim O'Brien**





STATE OF NEW HAMPSHIRE

# NEW HAMPSHIRE STATE LIBRARY



Department of Cultural Resources • Division of Libraries

20 Park Street • Concord, New Hampshire 03301

October 16, 2007

Sally Fellows  
Archivist / Records Management Officer  
Office of the City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester NH 03101

**RE: Payment of FY2007/2008 Conservation License Plate Grant Award**  
**Grant Reporting Forms**

Dear Mrs. Fellows:

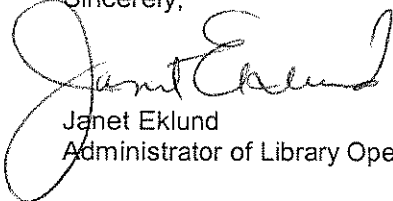
On October 11, 2007, you should have received an e-payment in the amount of \$6,742.80, which represents 90% of your Conservation License Plate Grant award of your project *School Committee Records of the Town/City of Manchester, 1824-1876*. You will receive the final 10% of your award when your completed reports have been received and accepted by the New Hampshire State Library. Reporting forms are available on our website at <http://www.nh.gov/nhsl/services/librarians/moose/index.html>.

Please note the following dates:

- All grant funds must be expended or encumbered by **May 1, 2008**
- All encumbered funds must be expended by **June 15, 2008**
- All grant reports must be sent to Janet Eklund at the New Hampshire State Library prior to **June 30, 2008**

If you have any questions, please contact me at 271-2392. Congratulations to you again on your award!

Sincerely,

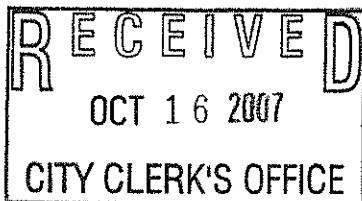
  
Janet Eklund  
Administrator of Library Operations

JE:dr

To thank you  
for your  
kindness and sympathy  
at a time when it was  
deeply appreciated

Mayor, & Aldermen,  
Thank you all for  
attending the wake  
for my mother and the  
lovely flowers you  
sent. God Bless  
You All.

The Benard Family



E



## MANCHESTER HEALTH DEPARTMENT MONTHLY REPORT SUMMARY, OCTOBER 2007

### RESIDENT MOBILIZATION

#### **PROGRAM LISTING:**

***Arbovirus  
Surveillance &  
Control***

***Chronic Disease  
Prevention***

***Communicable  
Disease Control***

***Community  
Epidemiology***

***Dental Health***

***Environmental  
Planning and  
Pollution Control***

***Food Protection***

***HIV Prevention***

***Homeless  
Healthcare Project***

***Immunizations***

***Institutional  
Inspections***

***Lead Poisoning  
Prevention***

***Public Health  
Investigations***

***Public Health  
Preparedness***

***Refugee Health***

***School Health***

***Sexually  
Transmitted  
Disease Control***

***Tuberculosis  
Control***

***Water Quality***

#### **Summary of Program**

Many factors influence health and well-being in a community, and many entities and individuals in the community have a role to play in identifying and responding to priority needs. While mobilizing residents around neighborhood problem solving has been an effective approach to improving public health disparities; community involvement, in collaboration with local government, may hold implications for public safety as well. Applying an epidemiological approach to crime and violence in communities requires an understanding of the underlying causes and major risk factors that contribute to their occurrence. These determinants also guide localities to potential solutions. This philosophy has been employed and tested throughout over 300 U.S. Department of Justice-funded Weed & Seed sites nationally, and has shown promise within the City of Manchester.

One of the overarching goals of the Division of Chronic Disease Prevention and Neighborhood Health within the Manchester Health Department is to actively engage residents in community health and quality of life improvement activities. As a starting point, the Division has been working collaboratively with the Manchester Police Department and other community organizations, to strengthen resident involvement in crime prevention and neighborhood revitalization efforts under the umbrella of the Manchester Weed & Seed strategy. There are multiple, proven advantages of mobilizing resident leaders around neighborhood health including the ability to capitalize on the knowledge they have about their community, the ownership they hold of where they live and the quality of life they would like for their families and neighbors, and the experience they have acquired from overcoming barriers to care and overturning life challenges into opportunities. Public accountability is also at the core of this work and calls for residents to be part of community solutions rather than perpetuating apathy.

#### **Summary of Activities**

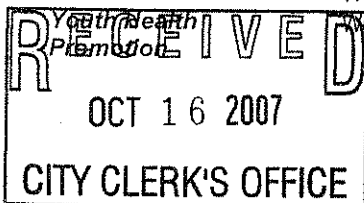
Studies have shown that neighborhood watch programs are one of the most cost effective and important anti-crime strategies in the country. The Division is currently working in collaboration with the Manchester Police Department to expand the number of residents participating in watch groups and to broaden volunteer opportunities to include initiatives which improve neighborhood health and quality of life.

- The Division, through the Weed & Seed strategy, has secured an Americorps VISTA "City Liaison" to help organize and expand the work of neighborhood watch groups (NWGs) throughout the City.
- Over 50 NWGs have been formed to date. Eleven NWGs have registered nationally with the National Sheriff's Association's "USA on Watch" Program.
- Neighborhood mobilization efforts have resulted in the participation of over 800 residents.
- The City Liaison is offering monthly training for NWG Captains on topics beneficial to the development of volunteers and neighborhood revitalization efforts.
- NWGs vary across the City in their level of activity and issues of interest. Examples of their contribution include active resident patrols, fundraisers to benefit youth, neighborhood beautification projects and safety clinics for the elderly.

#### **Program Notes and Trends**

Watch programs not only hold the potential for reducing crime in neighborhoods and enhancing social cohesion and activism, but many communities across the country are capitalizing on this citizen force for public health preparedness and improvement activities. Within the next year, the Division will explore the feasibility of offering first responder and health liaison training for NWG residents, as an additional opportunity for volunteers to contribute to their community, beyond traditional crime prevention efforts. The goal of the City Liaison, in collaboration with the Weed & Seed strategy, is to successfully develop watch groups in every area of the City to foster social networks and enhance communication among members. Additionally, by registering at least 20 watch groups with the National Sheriff's Association, the Manchester community can become a competitive applicant for NWG funding and secure the resources necessary to sustain neighborhood momentum.

For more information on Neighborhood Watch Groups and resident mobilization, please contact Tracy Degges, Weed & Seed City Liaison, Manchester Health Department at (603) 624-6466 Ext. 339 or Officer Mark Ampuja, Weed & Seed Police Officer, Manchester Police Department at (603) 628-6132 Ext. 437.



F

## Community Activities

**Healthy Manchester Leadership Council:** The Healthy Manchester Leadership Council hosted a "Community Forum on Increasing Access to Care" on September 28<sup>th</sup> at the Manchester Health Department to highlight the work to date and vision of the Manchester Sustainable Access Project (MSAP). Nearly 70 community and statewide representatives participated in the event. The next regularly scheduled meeting will be held on October 26<sup>th</sup> at the Manchester Health Department.

**Tobacco Prevention and Control:** Representatives with the NH National Guard Counter Drug Task Force, in collaboration with the Kickin' Butts in Manchester (KBIM) Tobacco Prevention and Control Coalition, visited 26 randomly-selected area restaurants this month to conduct surveillance checks on indoor smoking act compliance. No violations were observed. The Coalition conducted two Smokeless Wednesday court diversion sessions this month and transferred the program to the YMCA for coordination. Smoking cessation materials and environmental tobacco smoke information were distributed by KBIM members at the Weed & Seed Neighborhood Block Party on September 22<sup>nd</sup> and the Day for Kids on September 15<sup>th</sup> at the Radisson Hotel. Finally, the Coalition is currently conducting a Youth Tobacco Survey, as part of a statewide sample, among nine middle schools in the greater Manchester area.

**Competency Development and Quality Improvement:** The National Association of County and City Health Officials released an RFP to Local Health Departments for the opportunity to become a Demonstration Site for an Accreditation Preparation and Quality Improvement Project. MHD was selected as one of only ten Local Health Departments across the country to participate in this project. Under this initiative, selected Local Health Departments will begin assessing their achievement of local public health standards that are in-line with the national movement to initiate a Public Health Accreditation Program over the next few years. This opportunity will provide MHD with an advantage in the national accreditation process by enabling the Department to begin self-assessing organizational performance, identifying priority areas in organizational capacity and service delivery, and designing quality improvement processes to enhance performance in the identified priority areas. With technical assistance from the National Association of County and City Health Officials, MHD will begin this project in October 2007.

**Oral Health:** Over 1,200 Sealant Permission Forms were sent home to parents of second and third grade students at the 8 Title 1 Schools. As of the end of September, 504 or 42% of the forms had been returned, a significant increase over the 28% return rate in school year 2005/2006. More than 350 children are now being screened for sealant placement. Ten (10) community dentists responded to the letter requesting assistance with the oral health program.

**Food Protection Program:** The new NH Indoor Smoking Act went into effect on September 17, 2007. Smoking is now prohibited indoors in food service establishments (including bars) that are open to the public. Environmental Health Specialists are acting in an educational capacity only, as we do not have any enforcement authority at this time. Enforcement action may be taken through DHHS or local law enforcement. DHHS reports that they are interested in education over enforcement at this time, especially given that the administrative rules to support the Statute have not been adopted as of this time.

### FOR MORE INFORMATION

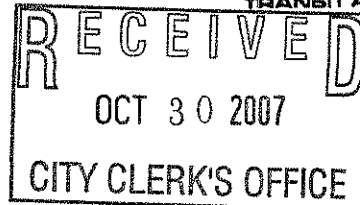
Visit our website at <http://www.manchesternh.gov/CityGov/HLT/Home.html>, or call 624-6466

F

# Memorandum



To: Honorable Board of Mayor and Aldermen  
 From: David Smith, MTA Executive Director  
 Date: October 29, 2007  
 Subject: MTA Payroll Deduction

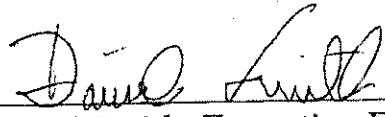


At the October 16, 2007 Aldermanic Meeting, Alderman Gatsas raised a question about the Manchester Transit Authority meeting minutes of August 28, 2007. He questioned the nature of MTA's deduction from an employee's pay for contribution to a new Union-sponsored health care plan for part-time bus operators. The MTA employs approximately 75 part-time school bus operators represented by the Amalgamated Transit Union, Local 717. Alderman Gatsas was concerned to ensure that MTA would not be making a pre-tax deduction from pay for the Union-sponsored health care plan, which can only be done for company-sponsored plans.

The August 28, 2007 MTA meeting minutes were unclear about the outcome of the Board of Commissioners' action. At that meeting, the Union presented their request that MTA cooperate with their plan to offer elective health insurance for part-time operators by making deductions from pay of the premium cost for those electing to participate. The employee pays the full premium. At the Union's request, the MTA Commissioners approved establishing a post-tax deduction from pay, for an employee's convenience, for payment to the Union of an employee's health plan premium in the Union-sponsored plan.

Alderman Gatsas is correct that pre-tax deductions may only be made for company-sponsored health care plans, and MTA staff received the same guidance from the IRS. For that reason, when the Union's request was addressed by the MTA Commissioners, the Commissioners approved only making a post-tax deduction for the convenience of participating employees. MTA administers this deduction from pay in a similar manner to check-off of Union dues. A single payment is made to the Union based on employee payroll authorizations for the deduction of amounts necessary to pay the health premium. There are currently 22 participants.

MTA's letter of agreement with the Union and the employee authorization form contain hold harmless provisions protecting the MTA.

  
 David Smith, Executive Director

Post-it® Fax Note	7671	Date	10/30	# of pages	1
To	Paula	From			
Co./Dept.		Co.			
Phone #		Phone #			
Fax #		Fax #			

6

interested, then he will set up a date. At the last meeting it was discussed working as a Committee or as a whole. NAGLE expressed her interest in serving on this Committee. TRISCIANI and NAGLE will serve as the review Committee and report to the Board. All Commissioners agreed.

## **OTHER BUSINESS**

5. a. **Health Insurance for Part-time Operators.** TRISCIANI asked the Board's position on payroll deduction for the Union-sponsored health insurance plan. CANTWELL said the ultimate obligation is having the employee write a check to the Union, but we will withhold the money as a courtesy. ESCALERA asked if they would bring up health insurance for part-time operators during their next contract negotiations. SMITH replied this has been an issue for the last two contracts. NAGLE feels there will be a lot of goodwill if we go ahead and take payment through payroll deduction. TRISCIANI said make sure the Union is aware we will not be responsible for collections if an employee is absent. SMITH said agreeing to do the payroll deduction does not mean we are endorsing the plan. One of his concerns is that while soliciting this insurance, the vendor was informing employees it was going to be deducted before-tax. CANTWELL verified we could not deduct before-tax, but JOYCE said they were willing to offer it anyways. WILLIAMS said to stipulate to the employees this is not an MTA sponsored plan and nonnegotiable. TRISCIANI agreed adding to let them know it is not tax exempt, not a company sponsored plan, not management's responsibility to administer, and is a non negotiable issue in the contract. NAGLE would approve if presented in that way. CANTWELL will create a payroll authorization form so any employee taking out this insurance signs it and

gets a copy. NAGLE made a motion to allow health insurance payroll deduction for part-time operators. Seconded by WILLIAMS. All Commissioners in favor.

- b. **ADA Forum.** WILLIAMS commended HUBER for attending a Saturday forum for people with disabilities. Present were 3 Aldermen, presidential campaign representatives, and other people from the disability community. WILLIAMS explained after HUBER left the meeting, people complained that they were not being tied down on the buses. WILLIAMS feels it is very inappropriate for the drivers to ask, it should never be an issue; they should always be tied down. BENNETT asked WILLIAMS to contact her community and tell them if a driver does not tie them down that they need to call us. She also knows it is her responsibility as a wheelchair rider to say she wants to be tied down but many people in the disability community are passive and will not ask. Another topic they discussed was transportation for people with disabilities, particularly at night. WILLIAMS suggested coordinating with other transportation carriers that have vans and incorporate them into providing transportation at night for the Verizon, Palace Theatre, or other events. SMITH explained there is a New Freedoms grant that we applied for 6 months ago that would cover this type of service and is pending before the FTA, but we would have to find local share. WILLIAMS stated some of the people said they are afraid to use the fixed route bus and some didn't know about StepSaver but found out information from HUBER that day.

- c. **Date for Next Meeting.** Tuesday, September 25, 2007.

With no further business to come before the Board, ESCALERA made a motion to adjourn the meeting at 6:50 PM. Seconded by WILLIAMS. All Commissioners in favor.



Comcast Cable  
54 Regional Drive  
Concord, NH 03301

VIA HAND DELIVERY

October 30, 2007

Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, N.H. 03101

Re: Check Number 289166271, \$339,318.37

Dear Mayor and Aldermen:

Enclosed is the Comcast franchise fee payment for the third quarter of 2007, along with a backup detailed accounting sheet. If you have any questions regarding this payment, please feel free to contact me at 603-224-0957 ext. 202.

City of Manchester, New Hampshire

By:

*Lee R. Bernier*

Comcast

*B. Christiansen*

Bryan Christiansen  
Manager of Government Relations

H



**COMCAST FINANCIAL AGENCY CORPORATION**

A Comcast Cable Communications Group Company  
Northern Division Office  
676 Island Pond Road  
Manchester, NH 03109

**REMITTANCE ADVICE**

No. 289166271

Date : 16-OCT-07

Vendor Name : MANCHESTER CITY OF N

Vendor No. : 154772

INVOICE NO.	INVOICE DATE	DESCRIPTION	DISCOUNT AMOUNT	NET AMOUNT
314CR10100	10-OCT-07	2D BETTY 07/01/07 - 09/30/07	0.00	339,318.37
TOTAL			0.00	339,318.37

H

COMCAST  
NORTH CENTRAL DIVISION

CITY OF MANCHESTER  
Period: Jul. 1, 2007 thru Sep. 30, 2007

Totals

**Totals By Service:**

Basic Service Revenue	\$ 4,550,673.06
Pay Service Revenue 1	\$ 1,029,277.87
Other Revenue 2	\$ 506,803.85
Digital Revenue	\$ 840,860.90
Late Fee Revenue	\$ 35,385.73
Subtotal	<u>\$6,963,001.41</u>

**Totals By Non Service:**

Leased Access Revenue	\$ 37,522.46
Less Bad Debt	\$ (214,156.50)
Subtotal	<u>(\$176,634.04)</u>

Total Gross Revenue \$6,786,367.37

Franchise Fee 3Q (5%) \$339,318.37

Franchise Fee 3Q Due \$339,318.37

- 1 - Pay Service includes all Pay Channels and Pay Per View Movie/Event revenue.  
2 - Other Revenue includes converter, remote, installation, TV Guide,  
wire maintenance and other misc. billing adjustments.

(If you have any questions regarding this payment, please call Evan Jeanes at 603-628-3748).

Authorized Comcast Representative:

Evan Jeanes

Date: 10/11/07

FORM B : COPY FOR TOWN (SUMMARY)

H

SYSTEM NAME: COMCAST OF NEW ENGLAND

FRANCHISE NAME: CITY OF MANCHESTER, NH

PAID TO: CITY OF MANCHESTER

TERM: 2007 QUARTERLY

Type	REVENUE Category	JUL 07	AUG 07	SEP 07	Total 3rd Qtr
Service	Basic Revenue	\$ 1,536,417.15	\$ 1,525,699.54	\$ 1,488,556.37	\$ 4,550,673.06
Service	Premium / Pay Revenue	\$ 346,350.23	\$ 331,621.86	\$ 351,305.78	\$ 1,029,277.87
Service	Other Revenue	\$ 164,705.60	\$ 167,450.95	\$ 174,647.30	\$ 506,803.85
Service	Digital Revenue	\$ 266,273.96	\$ 270,147.33	\$ 304,439.61	\$ 840,860.90
Service	Late Fee Revenue	\$ 11,254.37	\$ 12,543.28	\$ 11,588.08	\$ 35,385.73
<b>SUB TOTAL SUBSCRIBER REVENUE</b>		\$ 2,325,001.31	\$ 2,307,462.96	\$ 2,330,537.14	\$ 6,963,001.41
Non Service	Leased Access Revenue	\$ 13,430.77	\$ 10,861.75	\$ 13,229.95	\$ 37,522.46
Non Service	Bad Debt	\$ (75,415.34)	\$ (72,160.04)	\$ (66,581.12)	\$ (214,156.50)
<b>SUB TOTAL NON SUBSCRIBER REVENUE</b>		\$ (61,984.57)	\$ (61,298.29)	\$ (53,351.18)	\$ (176,634.04)
<b>TOTAL REVENUE</b>		\$ 2,263,016.74	\$ 2,246,164.67	\$ 2,277,185.96	\$ 6,786,367.37
<b>FRANCHISE FEE %</b>		5.00%	5.00%	5.00%	5.00%
LOB 01	Cable franchise fee	\$ 116,250.07	\$ 115,373.15	\$ 116,526.86	\$ 348,150.07
LOB 36	Ad sales franchise fee	\$ (3,099.23)	\$ (3,064.91)	\$ (2,667.56)	\$ (8,831.70)
<b>TOTAL FRANCHISE FEE DUE</b>		\$ 113,150.84	\$ 112,308.23	\$ 113,859.30	\$ 339,318.37

FORM A : COPY FOR TOWN (DETAIL)

H



Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

October 26, 2007

Honorable Members of the Board of Mayor and Aldermen  
City Hall  
One City Hall Plaza  
Manchester, New Hampshire 03101

*re: Proposed Changes to the Neighborhood Business District of the Zoning Ordinance*

Honorable Board Members:

As we have begun neighborhood revitalization efforts, it has become clear that the Zoning Ordinance pertaining to Neighborhood Business Districts needs to be changed. The current zoning provisions do not move towards the vision of revitalized neighborhoods and in fact may discourage small business reinvestment in these areas. As such, the proposed revisions are designed to encourage small business growth and to create a vision of walkable neighborhood centers that provide needed services to these areas. They have been reviewed by our staff and with the Building Department. In addition to the proposed ordinance, I have included a summary of the proposal.

The next step would be to schedule a public hearing and referral to the Committee on Bills on Second Reading.

If you have any questions, I will be available at your meeting.

Sincerely,

Robert S. MacKenzie, AICP  
Director of Planning and Community Development

C: Building Department  
Planning Board  
City Solicitor



One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

# City of Manchester New Hampshire

*In the year Two Thousand and Seven*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking".

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking as follows:

Amend Article 5, Use Regulations, Table 5.10 by making the following changes in the column under B-1:

- In A2. Single family attached (townhouse) dwellings, change "--" to "P";
- In D7. Small scale assembly, fabrication and craftsmen businesses with no outside storage or machinery, change "--" to "P"; and add "8.13" in the Supplementary column;
- In D8. Artisans Lofts including living and working facilities in the same unit for craftsmen and artisans, change "--" to "P";
- In F2. Split this row in two with the following:
  - F2-1 "Furniture and major appliance stores greater than 8,000 square feet" leaving the same designations as the current F2 section;
  - F2-2 "Furniture and major appliance stores up to 8,000 square feet" with designations identical as F2-1 except change "--" to "P" under the column B-1;
- In F5. Sales of general goods and merchandise within an establishment of up to 8,000 square feet, change "CU" to "P";
- In G1. Restaurant of up to 5,000 square feet (under establishments serving alcoholic beverages), change "CU" to "P";
- In H-1-1. Banking, financial, real estate and insurance offices, change "CU" to "P";
- In H-1-2. Other business and professional offices, change "CU" to "P";
- In H-3-2. Bed and breakfast, change "CU" to "P";
- In H-4-1. Theaters, cinemas, concert halls, change "--" to "P";
- In H-5-2. Indoor health and fitness center, pool, gym or membership recreation center, change "CU" to "P";
- In J2. Private Elementary or Secondary school, change "--" to "P";
- In J5. Cultural facilities, such as museums and libraries, change "--" to "P";
- In J8. Membership fraternal and social organizations and clubs, change "--" to "P".

Amend Article 5, Use Regulations, Table 5.11 Accessory Uses by making the following changes in the column under B-1:

- In L1. Accessory dwelling within a single family detached residence, change "--" to "P";
- In L4. Accessory retail or consumer use in a multifamily dwelling, change "--" to "SE".

1

# City of Manchester New Hampshire

*In the year Two Thousand and Seven*

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BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Amend Article 6, Dimensional Regulations, Table 6.07 by making the following changes in the row of B-1:

Under Front Setback (feet), change "10" to "--";  
Under Rear Setback (feet), change "15" to "10";  
Under Floor Area Ratio, change ".5" to "2".

Amend Article 8, Supplementary Regulations for Specific Uses, Subsection 8.01 by adding a "B-1" in the last row of the table so that it reads: "R-3, CBD, and B-1";

Amend Article 9, Sign Regulations, Subsection 9.07 Signs Prohibited Under this Ordinance by deleting in F the following phrase: "...protrude above the sills of the windows above the first story,..." and insert in its place "...larger than eight (8) feet in height..."; and adding a new subsection I. to read as follows:

"I. Signs on the building blocking windows."

Amend Article 10, Off-Street Parking and Loading Requirements by making the following changes:

Subsection 10.02 A. Areas and buildings subject to parking requirements, by adding "Neighborhood Business District" so that it reads: "In any district except the Central Business District and the Neighborhood Business District (B-1),...".

Subsection 10.02 C. by deleting the subsection and inserting in its place:

"C. Districts exempt from parking requirements. All development and changes in use in the CBD and the B-1 districts shall be exempt from the requirements for providing off-street parking and loading of this Article. Additional parking limitations apply as indicated in Section 10.07."

Subsection 10.02 D2. by deleting "B-1".

Subsection 10.02 D3. by deleting "B-1".

Subsection 10.07 by adding a new J (and renumbering the current J to K) to read as follows:

I

# City of Manchester New Hampshire

*In the year Two Thousand and Seven*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking".

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

"J. Parking limitations in the B-1 District. For newly constructed buildings in the B-1 District, there shall be no parking in the front yard of the building."

Subsection 10.09 A. Non-residential districts, by adding: "Except in the B-1 District as described in Subsection 10.07 J,....: at the beginning of the first sentence of the subsection.

SECTION II. Resolve this ordinance shall take effect upon passage.

I

# Summary of Proposed Changes to the Neighborhood Business Zoning District

As the City has been working to revitalize some of the City's older neighborhoods, it has become clear that the Neighborhood Zoning District regulations within the Zoning Ordinance have become outdated and actually discourages the growth of small businesses in the B-1 zoning district. A series of changes are proposed to the allowed uses, dimensional regulations, sign regulations and parking regulations.

It is the intent of these changes to encourage the establishment and growth of small neighborhood businesses, encourage the improvement of buildings and therefore the tax base of these areas, provide a variety of services for the surrounding residential neighborhoods and to make these districts more walkable.

## *Highlights of the Changes include:*

1. Adds 14 new uses which would become "by right" in the Zoning Ordinance including such items as Artisan Lofts, Craftsman businesses, small furniture and appliance stores, Sale of general goods, restaurants up to 5,000 square feet serving alcoholic beverages, Theaters, Bed and Breakfast lodging, cultural facilities, membership and social clubs, and real estate and insurance offices.
2. Adds two new accessory uses including: accessory dwelling within a single family residence, and accessory retail or consumer use in a multifamily building.
3. Changes the dimensional requirements such as: eliminating front yard requirements, reducing rear yard requirements, and increasing the Floor Area Ratio of developments.
4. Allows for expanded use of projecting business signs.
5. Eliminates the requirement for off-street parking within the district.
6. Limits parking in the front yard of the building so that it remains pedestrian friendly.

I



"Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking".

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- In A2. Single family attached (townhouse) dwellings, change "--" to "P";
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- In G1. Restaurant of up to 5,000 square feet (under establishments serving alcoholic beverages), change "CU" to "P";
- In H-1-1. Banking, financial, real estate and insurance offices, change "CU" to "P";
- In H-1-2. Other business and professional offices, change "CU" to "P";
- In H-3-2. Bed and breakfast, change "CU" to "P";
- In H-4-1. Theaters, cinemas, concert halls, change "--" to "P";
- In H-5-2. Indoor health and fitness center, pool, gym or membership recreation center, change "CU" to "P";
- In J2. Private Elementary or Secondary school, change "--" to "P";
- In J5. Cultural facilities, such as museums and libraries, change "--" to "P";
- In J8. Membership fraternal and social organizations and clubs, change "--" to "P".

Amend Article 5, Use Regulations, Table 5.11 Accessory Uses by making the following changes in the column under B-1:

- In L1. Accessory dwelling within a single family detached residence, change "--" to "P";
- In L4. Accessory retail or consumer use in a multifamily dwelling, change "--" to "SE".

I

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking”.

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Amend Article 6, Dimensional Regulations, Table 6.07 by making the following changes in the row of B-1:

Under Front Setback (feet), change “10” to “--”;  
Under Rear Setback (feet), change “15” to “10”;  
Under Floor Area Ratio, change “.5” to “2”.

Amend Article 8, Supplementary Regulations for Specific Uses, Subsection 8.01 by adding a “B-1” in the last row of the table so that it reads: “R-3, CBD, and B-1”;

Amend Article 9, Sign Regulations, Subsection 9.07 Signs Prohibited Under this Ordinance by deleting in F the following phrase: “...protrude above the sills of the windows above the first story...” and insert in its place “...larger than eight (8) feet in height...”; and adding a new subsection I. to read as follows:

“I. Signs on the building blocking windows.”

Amend Article 10, Off-Street Parking and Loading Requirements by making the following changes:

Subsection 10.02 A. Areas and buildings subject to parking requirements, by adding “Neighborhood Business District” so that it reads: “In any district except the Central Business District and the Neighborhood Business District (B-1),...”.

Subsection 10.02 C. by deleting the subsection and inserting in its place:

“C. Districts exempt from parking requirements. All development and changes in use in the CBD and the B-1 districts shall be exempt from the requirements for providing off-street parking and loading of this Article. Additional parking limitations apply as indicated in Section 10.07.”

Subsection 10.02 D2. by deleting “B-1”.

Subsection 10.02 D3. by deleting “B-1”.

Subsection 10.07 by adding a new J (and renumbering the current J to K) to read as follows:

I

“Amending the Zoning Ordinance of the City of Manchester by revising the requirements for the Neighborhood Business District (B-1) to provide more flexibility in uses allowed, dimensional requirements and parking”.

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

“J. Parking limitations in the B-1 District. For newly constructed buildings in the B-1 District, there shall be no parking in the front yard of the building.”

Subsection 10.09 A. Non-residential districts, by adding: “Except in the B-1 District as described in Subsection 10.07 J,.....: at the beginning of the first sentence of the subsection.

SECTION II. Resolve this ordinance shall take effect upon passage.

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**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance Amendments:

“Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester.”

ought to pass.

*(Unanimous vote with the exception of Alderman Garrity who was absent.)*

Respectfully submitted,



Clerk of Committee



# City of Manchester New Hampshire

*In the year Two Thousand and*

Seven

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Deputy Finance Director, Class Code 2110  
Reclassify Treasury Manager, Class Code 2100

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Deputy Finance Director, Class Code 2110, Grade 27 to  
Assistant Director-Accounting & Reporting, Grade 24

Reclassify Treasury Manager, Class Code 2100, 24 to Assistant  
Director-Treasury, Class Code 2100, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Deputy Finance Director, Class Code 2110, Grade 27 to  
Assistant Director-Accounting & Reporting, Grade 24 (Class Spec.  
attached) Exempt

Reclassify Treasury Manager, Class Code 2100, 24 to Assistant  
Director-Treasury, Class Code 2100, Grade 24 (Class Spec. attached),  
Exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Assistant Director – Accounting & Reporting
<b>Class Code Number</b>	2110-24

### General Statement of Duties

Manages the daily operations of the accounting and financial reporting functions within the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee accounting and reporting operations within the City structure. The work is performed under the supervision and direction of the Finance Director but authority as delegated for the exercise of independent judgement and initiative. Direction is exercised over the work of employees in the classes of Financial Analyst I, II, Accountant I, II and others as assigned. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community groups, outside auditors, State and Federal officials, and the public. The principal duties of this class are performed in a general office environment.


### Examples of Essential Work (illustrative only)

- Maintains the City's financial system and accounting records in accordance all applicable principles and standards;
- Writes internal accounting and budget manuals;
- Monitors budget performance and evaluates budget requests;
- Oversees and completes financial reporting, including preparing CAFR and internal monthly and quarterly financial, treasury and CIP reports;
- Directs internal audit functions of expenses, revenues and management functions;

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- Coordinates the involvement of external auditors, including the preparation of all applicable reporting requirements;
- Participates in various aspects of personnel administration within the department, including hiring, termination, grievance procedures and coordinating employee training;
- Develops and administers the Departmental Budget;
- Performs special projects for the Finance Director as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Extensive knowledge of current principles and practices of municipal finance operations;
  - Extensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;
  - Extensive knowledge of all auditing procedures;
  - Extensive knowledge of the practices and procedures involved in identifying sources of revenue for a municipality;
  - Extensive knowledge of current principles and practices of public administration;
  - Extensive knowledge of budgetary principles within a municipality;
  - Ability to perform and oversee complex financial auditing and reporting procedures within a municipality;
  - Ability to provide administrative direction within a municipal Department;
  - Ability to supervise, train, evaluate and lead the work of others;
  - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
  - Ability to understand and follow oral and/or written policies, procedures and instructions;
  - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
  - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Finance, Accounting or a closely related field; and
- Considerable experience in financial operations within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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Proposed



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Treasury Manager Assistant Director- Treasury
Class Code Number	2100-24

### General Statement of Duties

Manages cash, investment and debt management functions within the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure beneficial use of City funds in the areas of cash and investment and manage debt. The work is performed under the supervision and direction of the Deputy Finance Director and Finance Director. but considerable leeway is granted Authority is delegated by the Finance Director for the exercise of independent judgement and initiative. Supervision Direction is exercised over the work of employees in the classes of Financial Analyst I, II, Accountant I, II and related personnel **personnel as assigned**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.


### Examples of Essential Work (illustrative only)

- Develops and manages **directs** the implementation of fiscal control measures and balancing mechanisms for the Treasurer's Office, including revenue analysis, cash balance determinations and bank reconciliation;
- Researches and implements compliance measures for applicable statutory or regulatory requirements affecting cash flow or related public fiscal issues;

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- Monitors the balancing of daily cash, including assuming responsibility for all money received;
- Researches, analyzes and recommends cash management services to the City;
- Handles all responsibilities for long-term debt;
- Serves as a liaison with bank officials to investigate and resolve problem areas within bank involvement in City services;
- Serves as the Chief Investment Officer and funds manager, investing City funds and developing strategies for both short and long term duration's;
- Receives and evaluates competitive offerings as appropriate and determines beneficial investment opportunities based upon research of the current yield curve;
- Manages and directs the City's primary banking/cash management services and depository relationships;
- Supervises, trains and evaluates employees involved in treasury activities, including direct supervision to ensure compliance with all applicable laws and regulations;
- Processes timely transfers and principal interest payments as required and monitored by the Securities and Exchange Commission;
- Oversees all cash flow within the City structure, including monitoring daily cash position, monitoring departmental receipting, maintaining and investment portfolio by tracking purchases maintaining minimum cash balances to optimize investment of funds;
- Compiles Comprehensive Financial Reports;
- Advises Department Heads, municipal officials and others on complex fiscal matters, budgetary considerations, transfers of funds, payment procedures, investments and expenditures and commitment of funds as requested;
- Serves as an in-house consultant within the City regarding comprehensive financial operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor **Finance Officer** and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of cash management processes and procedures;
  - Comprehensive knowledge of financial analysis and reporting;
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- Comprehensive knowledge of data processing technology as applied to financial, accounting and auditing functions;
- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Comprehensive knowledge of auditing requirements;
- Thorough knowledge of investment principles and investment risk analysis;
- Thorough knowledge of current principles, practices and ethics used in receiving, disbursing, depositing and securing large amounts of public monies;
- Thorough knowledge of Balance Sheet and Income Statement transactions;
- Thorough knowledge of the functions of government in a municipality;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Accounting, Finance or related; and
- Considerable experience in Accounting, preferably within a municipality and with an investment background; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- None.
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**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



October 10, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Finance Department

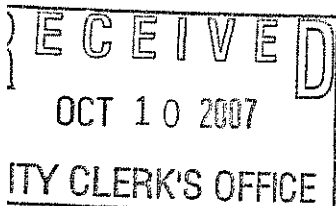
Dear Alderman Gatsas and Members of the Committee:

Bill Sanders, Finance Director, has been with the City for over six months now. That time has given him the opportunity to evaluate the organization of the Finance Department's structure as well as what staffing options would enhance the services of the Department. In addition to studying the work flow and staffing, three high level positions have become vacant during his tenure and as such, this appears to be a good time to make some changes. Therefore, we are proposing the following:

Deputy Finance Director: Currently the Deputy Finance Director position is at a salary grade 27 and the former incumbent was earning \$107,387 per year. Mr. Sanders is proposing that the Deputy Finance Director position be reclassified to a new classification Assistant Director – Accounting and Reporting at a salary grade 24. Salary grade 24 starts at \$58,239 and max's out at \$83,034. Some of the duties that were in the class specification for the Deputy will be assumed by the Finance Director. The remaining duties, will be assigned to the new classification of Assistant Director.

Treasury Manager: The salary grade for the Treasury Manager is 24. Mr. Sanders is proposing that the title of the position be changed to Assistant Director – Treasury. The former incumbent was earning \$90,289 due to her many years of service to the City. As noted above, the salary range is \$58,239 to \$83,034. Assuming that a current employee is promoted into this position, the salary would be considerably less due to the fact that none of the in-house employees have as many years of service that the former incumbent had.

Information Support Specialist: This position is assigned salary grade 19. Mr. Sanders is recommending that this position be reclassified to an Accountant I, salary grade 16. The former incumbent in this position was earning \$62,254. The salary range for a grade 16 is \$33,895 to \$48,327. This would be an immediate savings of \$28,359 if approved. There is no longer a need for an Information Support Specialist position in the Finance Department. There is a need however, for an Accountant I for the Accounting and Reporting work unit.



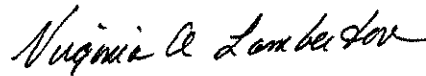
October 10, 2007

The savings to the Finance Department would have been \$126,034. However, due to the retirements and resignation of one of the employees, the savings for this fiscal year will be \$6,680. However, the savings in future years will be considerable if the reclassifications are approved.

I am attaching copies of the proposed class specifications for Assistant Director – Accounting & Reporting as well as the proposed class specification for Assistant Director – Treasury for your review and approval.

I would be happy to answer any questions that you have. Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Attachments

Cc: Bill Sanders, Finance Director



# City of Manchester New Hampshire

*In the year Two Thousand and*

Seven

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Delete Attorney I, Class Code 1390  
Delete Attorney II, Class Code 1400  
Delete Attorney III, Class Code 1405  
Establish Attorney I, Class Code 1400  
Establish Attorney II, Class Code 1405

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Delete Attorney I, Class Code 1390, Grade 20  
Delete Attorney II, Class Code 1400, Grade 21  
Delete Attorney III, Class Code 1405, Grade 22  
Establish Attorney I, Class Code 1400, Grade 23  
Establish Attorney II, Class Code 1405, Grade 25

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Delete Attorney I, Class Code 1390, Grade 20  
Delete Attorney II, Class Code 1400, Grade 21  
Delete Attorney III, Class Code 1405, Grade 22  
Establish Attorney I, Class Code 1400, Grade 23, (Class Spec. attached),  
exempt  
Establish Attorney II, Class Code 1405, Grade 25, (Class Spec. attached),  
exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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# SALARY SURVEY

## PUBLIC ATTORNEYS

Manchester	Attorney I	\$45,318	to	\$64,613
	Attorney II	\$48,491	to	\$69,136
	Attorney III	\$51,885	to	\$73,976
Nashua	Criminal Prosecutor	\$46,892	to	\$68,315
	Just hired a new Prosecutor at \$64,393			
Concord	City Prosecutor	\$64,563	to	\$84,261
	Ass't Prosecutor	\$51,598	to	\$67,808
Attorney General	Assistant Attorney General	\$66,856		





Proposed



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Attorney I</b>
<b>Class Code Number</b>	<b>1400-23</b>

### General Statement of Duties

Provides professional legal representation for the City of Manchester; performs directly related work as required.

### Distinguishing Features of the Class


The principal function of an employee in this class is to ensure professional representation in the prosecution of misdemeanor cases of a large level of difficulty. The work is performed under the supervision and direction of the Deputy City Solicitor and City Solicitor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of legal support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, court officials, law enforcement officials, legal professionals, business and community organizations and the public. The principal duties of this class are performed in a general office environment and within a courtroom setting.

### Examples of Essential Work (illustrative only)

- Conducts litigation in State and Federal District court, including appeals through the United States Supreme Court;
- Prosecutes criminal cases as necessary and appropriate
- Prosecutes traffic violations, zoning violations and comparable cases in the courts;
- Prosecutes misdemeanor cases of the highest level of complexity;

- Represents the City in pre-trial conferences, including research and negotiation with all parties involved;
- Prepares cases for trial, examining law and evidence subject to review and assistance by a superior;
- Interviews police officers, inspectors or other parties presenting evidence for the City to ascertain that evidence is complete and adequate for presentation in court;
- Discusses case results with other City Attorneys to evaluate and improve performance for future work;
- Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;
- Studies City, State, Federal and general municipal law for information and precedents bearing on City legal problems;
- Researches legal opinions, memoranda and data for the guidance of the City Departments;
- Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of the principles, practices, methods, materials and references utilized in legal research;
  - Thorough knowledge of legal practices and procedures;
  - Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;
  - Thorough knowledge of appellate practices and procedures;
  - Thorough knowledge of local and State violations, misdemeanors and criminal procedures;
  - Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;
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- Ability in negotiations and the persuasion of others, including both individuals and groups;
- Ability in presentations of both routine and complex issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.


#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Juris Doctorate degree; and
- Some experience in a municipal law operations, including some prosecutorial experience.

#### **Required Special Qualifications**

- Admission to the New Hampshire Bar.
- New Hampshire drivers license or access to transportation.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
  - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe a wide variety of written material in both electronic and hardcopy form;
  - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
  - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access within both the general office environment and to all applicable areas of the court system.
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Proposed



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Attorney II
<b>Class Code Number</b>	1405-25

### General Statement of Duties

Provides professional legal representation for the City of Manchester; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional representation in the handling of civil cases and related legal matters. The work is performed under the supervision and direction of the Deputy City Solicitor and City Solicitor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of legal support staff. This class is distinguished from the class of Attorney I by the additional responsibility of handling civil cases. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, court officials, law enforcement officials, legal professionals, business and community organizations and the public. The principal duties of this class are performed in a general office environment and within a courtroom setting.


### Examples of Essential Work (illustrative only)

- Conducts litigation in State and Federal District court on complex tort and related cases, including appeals through the United States Supreme Court;
- Provides advise to other Attorneys on trial strategy, evaluation of potential settlements and ideas related to the preparation of cases;
- Prosecutes criminal cases as necessary;

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- Prosecutes misdemeanor cases of the highest level of complexity;
- Represents the City in pre-trial conferences, including research and negotiation with all parties involved;
- Prepares cases for trial, examining law and evidence subject to review and assistance by a superior;
- Works extensively with the City Negotiator in complex labor relation cases;
- Represents the City at the Supreme Court;
- Advises City managers on appropriate policies and procedures based on law, regulations and collective bargaining agreements;
- Interviews police officers, inspectors or other parties presenting evidence for the City to ascertain that evidence is complete and adequate for presentation in court;
- Discusses case results with other City Attorneys to evaluate and improve performance for future work;
- Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;
- Studies City, State, Federal and general municipal law for information and precedents bearing on City legal problems;
- Researches legal opinions, memoranda and data for the guidance of the City Departments;
- Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
**(at time of appointment)**

- Comprehensive knowledge of civil and criminal law;
  - Comprehensive knowledge of the principles, practices, methods, materials and references utilized in legal research;
  - Thorough knowledge of legal practices and procedures;
  - Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;
- 

- Thorough knowledge of appellate practices and procedures;
- Thorough knowledge of local and State violations, misdemeanors and criminal procedures;
- Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;
- Ability in negotiations and the persuasion of others, including both individuals and groups;
- Ability in presentations of both routine and complex issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.


#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Juris Doctorate degree; and
- Considerable experience in a municipal and civil law.

#### **Required Special Qualifications**

- Admission to the New Hampshire Bar.
- Possession of a NH drivers license or access to transportation.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
  - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe a wide variety of written material in both electronic and hardcopy form;
  - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- 

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access within both the general office environment and to all applicable areas of the court system.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



October 5, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

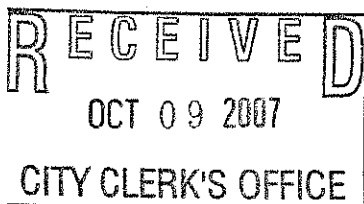
Re: Request for Reallocation, Attorneys

Dear Alderman Gatsas and Members of the Committee:

Currently, the City Solicitor's Office has four Attorney positions in addition to the City Solicitor and the Deputy Solicitor. One is an Attorney I, salary grade 20, two are Attorney II's, salary grade 21 and one is an Attorney III, salary grade 22. The Attorney I and II's, are the City Prosecutors. The Attorney III is the Civil Attorney who does civil duties as well as represents the City in the Superior and Supreme Courts.

When I first came to the City, I was quite surprised to see the salary grades that are assigned to the Attorneys. I have discussed this with the City Solicitor on a few occasions and we are in agreement that the positions are not at the proper salary grades. We also agree, that we do not need three levels of Attorneys. In addition to doing a desk audit, I have also gone over the point factor assignments for all three levels of Attorneys. The points that were assigned to the Attorney classifications are not appropriate and do not reflect the complexities of their duties. I have also compared the level of responsibility and the impact of the duties of these positions with other classifications throughout the City. In addition to that, I have done a salary survey to see how our salaries compare to other public jurisdictions in Southern New Hampshire.

As part of the "desk audit", I went to observe our Attorneys in court. The Attorneys are handling multiple cases concurrently for hours. They have to know every detail of every case to ensure that we prevail. As you know, our Police Officers work very hard in their duties to reduce crime and other anti-social behaviors. Each Attorney plays a major role in making sure that the Police Officers' arrests are upheld by the Court. These successes not only are important to the Police Officers, but they are important to our community.



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The current Attorney III, is considered the Civil Attorney for the City. This position is required to give legal advice to City employees, City Officials and Boards on matters within their official duties. This position also represents the City in civil litigations before the various courts and administrative agencies. In addition to those duties, this position provides back up to the Prosecutors. This is a very important position as we depend on this position for day to day direction in legal matters. For example, Human Resources utilizes the incumbent in this position for a variety of employee relations matters year round. The incumbent also gives advice and direction for proposed Ordinances, evaluates potential settlements, prosecutes criminal cases, develops legal opinions, etc. etc.

As you will note from the attached salary comparison, Manchester is paying the lowest salary of any of the other jurisdictions with the same level of responsibilities. Our turn over rate is very high and at the moment, we have two Attorney positions vacant leaving us with two Attorneys to do the work of four.

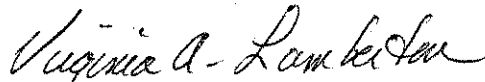
My recommendation is to eliminate the three levels of Attorneys. Tom Clark, City Solicitor, concurs with this recommendation. I am recommending that an Attorney I and II levels be combined to be an Attorney I, salary grade 23. The Attorney I will be our Prosecutors. The Attorney III, which is currently a salary grade 22, be reclassified to an Attorney II at salary grade 25. Your approval of these recommendations will place the Attorney positions at the proper grade based upon their duties and responsibilities as well as allow the City to be competitive for the purpose of recruitment and retention.

Assuming that my recommendation is approved, the cost for the balance of this fiscal year would be \$14,640 for the four positions.

I strongly urge you to approve this recommendation. Our law enforcement personnel deserve to have trained and seasoned Attorneys representing them in Court.

I would be happy to answer any questions that you might have regarding this recommendation.

Respectfully submitted,



Virginia A. Lamberton  
Human Resource Director

Cc: Tom Clark, Esq., City Solicitor

Attachments



# City of Manchester New Hampshire

*In the year Two Thousand and*      Seven

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (VISTA Project Manager) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish VISTA Project Manager, Class Code 1001

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish to VISTA Project Manager, Grade 18 Class Code 1001, Grade 18

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish VISTA Project Manager, Class Code 1001, Grade 18, Exempt  
(Class Spec. attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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**DRAFT**

# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	VISTA Project Manager
<b>Class Code Number</b>	1001-18

### General Statement of Duties

Plans, organizes, coordinates and manages the operations and activities of the Manchester VISTA Project; performs related work as required.

### Distinguishing Features of the Class

The principle function of an employee in this class is to provide management oversight to all operations and activities of the Manchester VISTA Project. The work is performed under the supervision and direction of a superior, but leeway is granted for the exercise of independent judgement and initiative. Indirect supervision is exercised over the responsibilities of all Manchester VISTA Project program sites and program site supervisors. Direct supervision is provided for the VISTA Leader and all Manchester VISTA Project members. The nature of the work performed requires that an employee in this class establish and maintain effective working relationship with the Mayor, Board of Aldermen, Corporation for National and Community Service, City departments, community non-profit agencies, business and community groups, other State and Federal officials and the media. The principle duties of this class are performed in a general office setting.

### Examples of Essential Work (illustrative only)

- Plans, organizes, coordinates, manages and evaluates the work of the VISTA Leader and all Manchester VISTA Project members in implementing the expressed goals, policies and

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- directives of the Corporation for National and Community Service, Mayor and Aldermen, Federal and State regulatory agencies;
- Develops policies and procedures designed to increase the efficiency and effectiveness of the Manchester VISTA Project in addressing the poverty-related needs of the Manchester area;
  - Maintains and develops relationships with local, State and national Corporation for National and Community Service staff.
  - Develops and oversees program media, outreach and public relations strategies;
  - Designs monitoring and reporting mechanisms to track implementation of policies and elicit specific recommendations for improvement of the VISTA Project Operations;
  - Recommends any major shift in policies or procedures for future developments;
  - Participates in various aspects of personnel administration within the VISTA project to include hiring, termination, grievance procedures and coordination of VISTA member training;
  - Serves as the chief spokesperson for the VISTA Project;
  - Performs special projects for the VISTA as assigned;
  - Provides information and demonstrations concerning how to perform certain work tasks to new VISTA members in the same or similar class of positions;
  - Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
  - Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
  - Responds to citizens' questions and comments in a courteous and timely manner;
  - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
  - Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of AmeriCorps\*VISTA Program management, including development and implementation of policies and procedures involving every aspect of administering the VISTA Project;
  - Comprehensive knowledge of all Federal regulations regarding the establishment of the Manchester VISTA Project;
  - Comprehensive knowledge of the program needs of Manchester's needy and vulnerable populations;
  - Comprehensive knowledge of Federal, State and local government operations and procedures;
  - Comprehensive knowledge of marketing the AmeriCorps\*VISTA and the Manchester VISTA Project;
  - Comprehensive knowledge of current principles and practices of public and business administration;
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- Comprehensive knowledge of budgetary principles;
- Comprehensive knowledge of AmeriCorps \*VISTA Program regulations;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to coordinate with the diverse and complex activities of a City departmental programming;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in , Public Administration, Business Management, Human Resources or a related field; and
- Two years of experience in the management of a governmental and/or non-profit entity program.

#### **Required Special Qualifications**

- Possession of a NH driver's license or access to transportation.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;

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- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

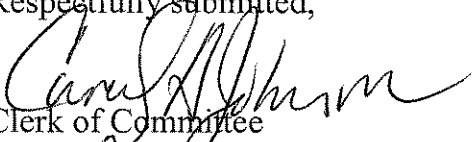
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**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the City of Manchester self-insure the dental insurance program for employees effective January 1, 2008.

*Unanimous vote.*

Respectfully submitted,

  
Clerk of Committee



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# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
www.ManchesterNH.gov



October 4, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

RECEIVED  
MANCHESTER CITY CLERK  
07 OCT -5 10:42

Re: Proposal to Self Insure Dental Insurance

Dear Alderman Gatsas and Members of the Committee:

Last Spring we briefly discussed self insuring the dental insurance. I have now had the opportunity to look over doing so and recommend that we self insure the dental insurance effective January 1, 2008.

According to Delta Dental, we would have a 2.5% reduction in our costs for the dental insurance if we self insure. Assuming an effective date of January 1, 2008, the savings for the balance of this fiscal year would be about \$10,745. Although this is not a big number, I would speculate that in the long run, we would enjoy future savings if we self insured. This fiscal year, the insurance was increased 2.5%. The prior year, there was no increase whatsoever. I suspect that we would continue to see minimal increases in our costs as long as we do not increase the level of benefits.

Therefore, I am requesting permission to self insure our dental insurance effective January 1, 2008. This change would simply be how we pay Delta Dental. There will not be any other affects on anything else.

Your favorable approval of this request would be greatly appreciated.

Respectfully requested,

Virginia A. Lamberton  
Human Resources Director

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**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Section 33.026 (Fire Chief & Deputy Fire Chief) of the Code of Ordinances of the City of Manchester.”

providing for changes in class specifications, which do not change the title of the positions and do not provide for any changes in salary grades of such positions and is forwarding same to the Board for adoption.

*(Unanimous vote)*

Respectfully submitted,



Clerk of Committee



# City of Manchester New Hampshire

*In the year Two Thousand and*

Seven

## AN ORDINANCE

“Amending Section 33.026 (Fire Chief & Deputy Fire Chief) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Revision to Fire Chief, Class Spec, Class Code 9130, Grade 29, exempt  
(Class Spec. attached)

Revision to Deputy Fire Chief, Class Spec, Class Code 9115, Grade 26  
exempt (Class Spec attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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## PROPOSED UPDATE



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Fire Chief
<b>Class Code Number</b>	9130-29

### General Statement of Duties

Plans, organizes and directs the operations and activities of the Fire Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Fire Department. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Fire Department, in coordination with a management team consisting of the positions of Assistant Chief and Fire District Chief. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Alderman, business and community groups, other emergency personnel, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Fire Department;
- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address emergency services needs within the City of Manchester;

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- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Departmental operations;
- Provides status reports to the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments;
- Presents fire operational issues to legislative committees, special interest groups, citizen groups and service organizations;
- Reviews and coordinates station construction and service expansion projects to coordinate resources and planning objectives;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, recruiting, contract negotiations, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Fire Department;
- Serves as the Emergency Management Coordinator for the City of Manchester in the event of a declared emergency, including developing and implementing an emergency response plan and coordinating the cooperative efforts of other government and private organizations;
- Performs special projects for the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of Fire Department administrative, operational, public education and public relations programs and activities;
  - Comprehensive knowledge of planning principles, practices and techniques;
  - Comprehensive knowledge of current principles and practices of public administration;
  - Comprehensive knowledge of budgetary principles within a municipality;
  - Comprehensive knowledge of the Manchester Fire Department rules and regulations;
  - Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
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- Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Comprehensive knowledge of the geography of the City of Manchester and surrounding areas, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Comprehensive knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Comprehensive working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Fire Science, **Business Administration, Business Management, Fire Protection, Fire Protection Engineering, Investigation or other fire service related degree, Public Administration, Medical Services such as Registered Nurse or Physician's Assistant, Paramedic, Engineering or a related field; and**
- Extensive experience in Fire Department Emergency Operations with a considerable management role.
- **Or, any equivalent combination of education and experience which provides the knowledge, skills and abilities necessary to perform the work.**

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**Required Special Qualifications**

- **United States citizen;**
- **Class B CDL with air brake endorsement;**
- **Emergency Medical Technician certificate.**

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# Proposed Update



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Deputy Fire Chief</b>
<b>Class Code Number</b>	<b>9115-26</b>

#### General Statement of Duties

Plans, organizes and oversees inspection, training, haz/mat, investigations and related operations for the Manchester Fire Department; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure proper training and use of professional operations in the areas of investigations, prevention, training and related. The work is performed under the supervision and direction of the Fire Chief but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all Fire personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community groups, other emergency personnel, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment, with occasional work time spent as an incident commander at emergency scenes where the employee is exposed to hazardous materials, large quantities of smoke, proximity to heavy traffic areas during vehicle accidents, exposure to cold/high current waterways, intense heat and direct exposure to flames, proximity to (or inclusion in) falling/decimated structures, high altitude rescues, extreme weather conditions, exposure to blood borne pathogens and other diseases and an environment in which the employee is subject to potential personal danger. .

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**Examples of Essential Work**  
(illustrative only)

- Plans, organizes, coordinates and implements short and long term planning operations in all aspects of emergency services delivery within the Manchester Fire Department;
- Schedules training programs to ensure all Fire personnel have access to current resources needed for emergency service delivery;
- Develops policies and standards for scene operations and safety practices in alignment with current standards and principles;
- Serves as the Incident Safety Officer on fire incidents, technical rescues, hazardous materials incidents and related;
- Determines training levels and abilities among all ranks within the Fire Department and implements training directed at improving skills in core areas;
- Develops specifications for apparatus, protective equipment and clothing specifications and related;
- Conducts research and development for fire, rescue, HAZ MAT, EMS and related emergency services programs to ensure Manchester Fire personnel have access to all current resources relating to training and operational issues;
- Supervises testing of equipment to monitor standards needed for operations;
- Trains Firefighters and Fire Officers in fire suppression operations, extrication techniques, hazardous materials mitigation, incident scene management and related;
- Evaluates and trains other Fire personnel involved in training activities;
- Develops course curriculum and acts as safety officer at emergency incidents;
- Supervises and instructs Fire Department Rookie Schools;
- Instructs technical rescue courses, including water rescue, heights rescue, confined space rescue, ice rescue, structural collapse, natural disasters and related;
- Instructs Firefighting classes involving all types of emergency response situations;
- Serves as a member of the Departmental Safety Committee;
- Trains members of the Manchester Police Department in job components relating to emergency rescue situations;
- Organizes, initiates and implements large scale training exercises involving mock emergency rescue situations;
- Develops Divisional budget, manages various financial accounts and related;
- Negotiates collective bargaining agreements;
- Evaluates and counsels personnel;
- Serves as an incident commander under the Incident Command System, assuming full responsibility for instructions, techniques and strategies for the implementation of fire suppression, firefighting and other related emergency response situations;
- Ensures discipline within the command structure through the development, implementation and monitoring of policies directed at the quasi-military structure of the Fire Department;
- Conducts staff meetings with District Chiefs to review daily work schedules and discuss shift activities;
- Ensures sufficient Fire personnel are on shift and arranges for replacements as necessary;
- Performs inspections on vehicles, equipment, alarms, uniforms and other emergency components of the Fire Department;





- Oversees District Chiefs and Shift Commanders in the completion of their responsibilities;
- Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy;
- Provides analysis of Fire Department operations using complex statistical methodologies to determine the efficiency and effectiveness of emergency services as they relate to response time, staffing needs, service delivery, Fire personnel injuries, newly implemented operations, equipment implementation, grant administration and related;
- Coordinates integration of the Fire Department with technology initiatives City-wide;
- Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of the Manchester Fire Department rules and regulations;
- Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
- Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Comprehensive knowledge of training techniques and instructional methods;
- Comprehensive knowledge of personnel management and motivational techniques;
- Comprehensive knowledge of the geography of the City of Manchester and surrounding areas,, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Comprehensive knowledge of current fire suppression and firefighting techniques, EMS and hazardous materials response operations, including all related equipment;
- Comprehensive knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Thorough working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering

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- rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Thorough knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
  - Thorough knowledge of hydraulics as applied to water delivery;
  - Thorough knowledge of all safety practices involved in fire suppression and firefighting;
  - Ability to speak clearly and distinctly in conducting training and instructions operations;
  - Skill in performing firefighting duties, including fires in all structural types, high altitude rescues, vehicle extraction, emergency medical services and related;
  - Ability to supervise, train, evaluate and coordinate the work of others;
  - Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
  - Ability to work within a command structure requiring strict adherence to the following of orders;
  - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
  - Ability to understand and follow oral and/or written policies, procedures and instructions;
  - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
  - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
  - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
  - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
  - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
  - Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's **Bachelor's** Degree in Fire Sciences, Public Administration, **Fire Protection, Fire Protection Engineering, Investigation or other fire service related degree, Business Administration, Management, Administration, Medical Services such as a Registered Nurse, Physician Assistant, Paramedic, Engineering** or directly related field; and
- Extensive experience in the Fire services with some management role to include **supervisory experience; or**
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

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**Required Special Qualifications**

- State of New Hampshire Ambulance Attendance license;
- Red Cross or American Heart Association CPR Instructor certificate;
- Attainment of a State of New Hampshire Firefighter II certificate and Emergency Medical Technician certificate.
- **United States citizen;**
- **Class B CDL with air brake endorsement;**
- **Emergency Medical Technician certificate.**

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting, rescue persons from burning structures and related emergency situations, provide emergency medical treatment, operates vehicles and related;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property, including physical strength to perform strenuous exertion during sustained periods of time, lift and drag at least 140 pounds and lift 50 pounds on a regular basis.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_





# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



August 17, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Update Class Specifications

Dear Alderman Gatsas and Members of the Committee:

The class specifications for the Fire Chief and Deputy Fire Chief were adopted in 1999. If you will recall, I have been working with the Departments to update any class specifications that need to be revised to reflect the work activities of today.

Therefore, I have been working with Chief Kane and his Deputies to update the class specifications for Chief and Deputy. I am attaching a copy of the proposed update for your review and approval. The language that is underlined will be removed and the language that is in bold is the new proposed language.

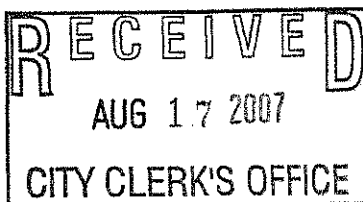
I respectfully request that you approve these updates.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Attachments

Cc: Chief Kane





**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Board of Mayor and Aldermen authorize an increase in the per diem offered to substitute nurses from \$100 to \$135 as requested by the Public Health Director.

*Unanimous vote.*

Respectfully submitted,

  
Clerk of Committee

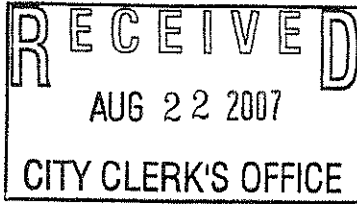




# CITY OF MANCHESTER

## Human Resources Department

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AUG 21 2007

August 20, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Substitute Nurse Pay

Dear Alderman Gatsas and Members of the Committee:

Due to the shortage of Nurses as well as the high level of competition in wages, Tim Soucy, Public Health Director, is requesting that the Mayor and Board of Aldermen authorize an increase in the per diem that we offer to substitute Nurses.

Currently, we pay \$100 per day. This is for a seven and a half hour day. That equates to \$18 per hour. New graduate nurses are receiving approximately \$20 an hour with no experience. Mr. Soucy is proposing that we increase the daily rate to \$135.

During Fiscal Year 2007, it was necessary to hire substitute Nurses for 45 days. This equated to \$4,500 at the \$100 per diem. With the increase to \$135 per day, the increase would be \$35 a day. If there was a need to hire for 45 days again this year, the total increase would equate to \$6,075. The School District allocates \$15,000 for substitute Nurses. Mr. Soucy has spoken with the School District and they concur with this proposal.

Your favorable approval of this important request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resources Director

Cc: Director Tim Soucy

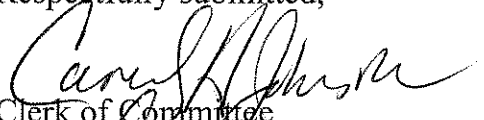
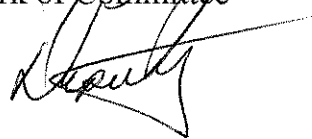
N

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully recommends, after due and careful consideration, that the Public Health Specialist II (Grade 19) position in the Health Department be reclassified to a Public Health Specialist I (Grade 16), and that the part-time position be converted to a full-time position.

*Unanimous vote.*

Respectfully submitted,

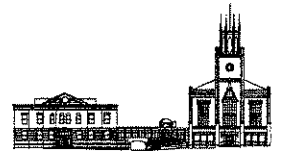
  
Clerk of Committee  




# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
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www.ManchesterNH.gov



August 22, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

Re: Request for Reclassification and Convert to Full Time

Dear Alderman Gatsas and Members of the Committee:

On behalf of Tim Soucy, Public Health Director, I am requesting the reclassification of a Public Health Specialist II, salary grade 19 to Public Health Specialist I, salary grade 16.

Since the retirement of a part time Public Health Specialist II in June, the Health Department has been struggling to maintain it's level of HIV services. The former incumbent worked approximately 20 hours a week providing testing and counseling services to individuals with the HIV virus. Mr. Soucy has looked at his staffing and determined that it would be in the best interest of the community to expand the duties of this position and convert the position to full time. Therefore, he is requesting the reclassification of the position from the level II to level I, and convert the part time position to a full time position. The Health Department will be receiving an additional \$20,000 from the New Hampshire Department of Health and Human Services and as such, there will be no additional general funds expended to support this request.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton  
Human Resource Director

Cc: Tim Soucy, Director

0



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved the reclassification of the Legislative Assistant (Grade 16) position in the Highway Department to Purchasing Assistant (Grade 12) and for such purpose recommends that the related ordinance be referred to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote with the exception of Alderman Garrity who was absent.)*

Respectfully submitted,

*L. R. Bernier*

Clerk of Committee

P

# City of Manchester New Hampshire

*In the year Two Thousand and*      Seven

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121, Grade 12

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Purchasing Assistant, Class Code 1121, Grade 12 non-exempt  
(Class Spec. attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

P



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Legislative Assistant
<b>Class Code Number</b>	1205

### General Statement of Duties

Performs administrative support to the areas of legislative process, documents, policies and procedures and for city clerk operations; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support in the area of technical documents, legislative requirements, policies and procedures in the administration of city clerk functions..

The work is performed under the supervision and direction of the City Clerk or Deputy City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Aldermen, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Oversees special projects for the Department, including grant writing, administration of campaign reporting, and special events such as inaugurations and City Hall functions;
- Prepares legislation and review codification updates;
- Oversees coordination of and/or prepares policies and procedures manuals and related materials for departmental operations;

P

- Transcribes and prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, presentations, and other related materials, including confidential correspondences and reports;
- Represents City Clerk or Deputy City Clerk in connection with other governmental agencies or associations in areas of work assigned;
- Attends meetings of the Board of Mayor and Aldermen or its committees as directed including note-taking and procedural advising to members when addressed;
- Provides technical support and oversight of election duties as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Keeps immediate supervisor and designated other fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Substantial knowledge of current principles and practices associated with legislative process;
- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Some knowledge of public administration and municipal government activities relating to departmental operations;
- Ability to train, evaluate and coordinate the work of others;
- Ability to prepare and review legislative documents;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

P

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with an Associate's Degree in Public Administration, Business Administration or closely related field; and
- Considerable experience in general office operations with utilization of a variety of computer applications; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- None.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: \_\_\_\_\_ BMA \_\_\_\_\_ Date: \_\_\_\_\_ 1/2/01

P

**DRAFT**

# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Purchasing Assistant</b>
<b>Class Code Number</b>	<b>1121</b>

### General Statement of Duties

To assist Purchasing Agent in the procurement of goods and services; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to work under the direct supervision of the Purchasing Agent or other designated personnel to assist in the purchasing processes pursuant to Municipal Code and related guidelines. Some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside vendors and the public. The principle duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Checks purchase requisitions and confers with department employees concerning procurement problems;
- Reviews and approves purchase requisitions for goods and services;
- Generates purchase orders as needed and required;
- Generates credit purchase orders;
- Requests, compiles and prepares correspondence for vendors and bid process;
- Maintains and updates vendor and data files;

P

- Completes purchase requisition forms and prepares correspondence for vendors and bid process;
- Requisitions supplies and materials for Department as requested, applying City guidelines and policies;
- Obtains telephone and internet quotations for use in purchasing supplies, materials, equipment and services;
- P-Cards – incumbent is required to match up receipts with what is in the system, enters item description, account line item, work order, job number, etc., into HTE;
- Maintains Toter inventory and database;
- Inputs monthly gasoline transactions;
- Schedules vehicle inspections;
- Compiles data, assembles using spreadsheets or related computer applications and publishes reports as requested;
- Answers inquiries/questions from City Departments regarding existing purchasing procedures;
- Writes reports as required;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Knowledge of current public sector purchasing practices, State laws and City Ordinances;
- Knowledge of business methods, markets and purchasing practices;
- Knowledge of various grades and qualities of a variety of materials, supplies and equipment used by various departments;
- Knowledge of standard office procedures, practices and equipment;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

P

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from high school or G.E.D equivalent; and
- Three years of experience associated with purchasing activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- None.

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

P





# CITY OF MANCHESTER

## Human Resources Department

One City Hall Plaza  
Manchester, New Hampshire 03101  
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065  
www.ManchesterNH.gov



September 12, 2007

Alderman Ted Gatsas, Chairman  
Human Resource and Insurance Committee  
City of Manchester  
One City Hall Plaza  
Manchester, New Hampshire 03101

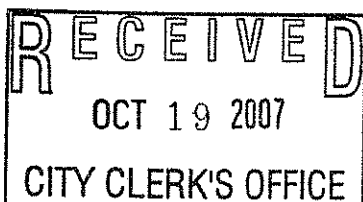
Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

Last winter a position was reassigned from the City Clerk's Office to the Highway Department. The position, Legislative Assistant, was assigned to work with the centralized purchasing program in the Highway Department under the direct supervision of the Purchasing Agent.

The duties that are assigned to a Legislative Assistant are significantly different than those that are needed to work with the Purchasing Agent. Therefore, we decided to wait six or seven months to determine what the proper job title and salary grade should be for the Purchasing Assistant function. We have now concluded a position review and have determined that the Legislative Assistant position, salary grade 16, should be reclassified to a new title of Purchasing Assistant, salary grade 12.

I am attaching a proposed class specification for your review and information. The class specification has been reviewed and revised by the Purchasing Agent and her manager at the Highway Department. As you will note, the general statement of duties for the Purchasing Assistant are to assist the Purchasing Agent in the procurement of goods and services. This position works under the direct supervision of the Purchasing Agent or other designated person to assist in the purchasing processes pursuant to Municipal Codes and related guidelines. Some examples of work are to check purchase requisitions, review and approve purchase requisitions for goods and services, generate purchase orders as needed, maintains and updates files, etc. etc. As you can see, the level of the duties are those of a clerical support person. The level of responsibility for these duties is consistent with other class specification that are at a salary grade 12.



P


September 12, 2007

Pursuant to Ordinance 33.046 (G), Entrance Pay Rates, the incumbent of this position should go from an annual salary of \$42,536 to \$33,412. Rather than reducing her pay, I would recommend that her salary be frozen until such time as her current salary is equivalent to the Purchasing Assistant salary grade. Therefore, she would not be eligible for any merit or longevity increases until step 9 of salary grade 12 is equal to \$42,536.

I would be happy to answer any questions that you might have. I am attaching a copy of the proposed class specification for Purchasing Assistant as well as Legislative Assistant.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton  
Human Resources Director

Cc: Frank Thomas, P.E., Director

P

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that it has approved Ordinance Amendment:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee.”

and recommends that it be referred to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote.)*

Respectfully submitted,

*Leo R. Bernier*

Clerk of Committee

Q

# City of Manchester New Hampshire

*In the year Two Thousand and Seven*

## AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by inserting new language as bolded (**bold**). All other sections to the above referenced ordinance will remain unchanged.

### § 70.57 PARKING RATES:

Except as otherwise ordered by the Board of Mayor and Aldermen, rates shall be charged for parking in city-owned facilities and on-street as follows:

(A) Parking garage rates:

- (1) Hourly rate \$0.50 per hour 6:00 a.m. to ~~6:00~~ **10:00** p.m.  
Monday through ~~Saturday~~ **Friday** excluding holidays  
Victory Garage
- (2) Monthly rate \$70.00 for 6:00 a.m. to 7:00 p.m.  
Monday through Friday excluding holidays  
Victory Garage, 1155 Elm Street, Wall Street Garage
- (3) Monthly rate \$75.00 - 24 hours per day  
Monday through Saturday excluding holidays  
(includes posted civic center event times)  
Victory Garage
- (4) Prepay rate after 6:00 p.m.  
Monday through Saturday excluding holidays  
Victory Garage - \$3.00 per vehicle
- (5) Validation Program 6:00 a.m. to ~~8:00~~ **10:00** p.m.  
(including civic center Event Parking), three hour limit  
Victory Garage (Validating tickets available to retailers at a cost of \$0.25 per ticket. Each ticket good for one hour free parking.)
- (6) Civic Center Event Parking Fees - (to be posted for Civic Center Events)
  - (a) Victory Garage - \$3.00 prepay,  
Monday through Friday Early Bird Special  
4:00 p.m. - 6:00 p.m. arrival time;  
\$5.00 prepay Monday through Friday after 6:00 p.m.,  
Saturday/Sunday starting two hours prior to event

Q

# City of Manchester New Hampshire

*In the year Two Thousand and Seven*

## AN ORDINANCE

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester; 70.57 by revising Sections (1) and (5) to reflect current operating practices for hours of operation; and adding new Sections (7) and (8) to add the current daily maximum charge and a lost chip fee.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,  
as follows:

- (7) **Lost Chip Fee - \$6.00 for the daily maximum rate and \$10.00 for replacement of the lost chip. Total fee of \$16.00**
- (8) **Daily Maximum Rate - \$6.00**

Q

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that it has approved Ordinance Amendment:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

and recommends that it be referred to the Committee on Bills on Second Reading for technical review.

*(Unanimous vote.)*

Respectfully submitted,



Clerk of Committee



# City of Manchester New Hampshire

*In the year Two Thousand and Seven*

## AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

### § 70.55 RESIDENTIAL PERMIT PARKING.

(D) *Residential Parking Permit Zones.* The following areas are hereby designated as the Residential Parking Permit Zones:

- (6) Residential Parking Permit Zone #6. Area bounded on the west by the west side of Elm Street, on the north by the south side of Bridge Street, on the east by the east side of Chestnut Street and on the south by the north side of Merrimack Street, **also to include 41 Mechanic St.** Residents within this district shall not be issued a residential parking permit to park within the District. Residents within the district to the north of the north side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (2)(b). Residents within the district to the south of the south side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (1).

R

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that the Wayfinding Sign Package submitted by the Director of Planning and Community and Community Development and enclosed herein be approved.

*(Unanimous vote.)*

Respectfully submitted,

*S. R. Bernier*

Clerk of Committee

S





# CITY OF MANCHESTER

## Planning and Community Development

Robert S. MacKenzie, AICP  
Director

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

August 30, 2007

Committee on Public Safety and Traffic  
City Hall  
One City Hall Plaza  
Manchester, NH 03101

re: *Wayfinding Sign Package*

Honorable Committee Members:

Last year we reviewed with you the concept of a Wayfinding sign package for the City. You requested some additional information and a final design for the sign package. We have completed the design of the program and have attached the following items:

- 1) The design of the standard sign;
- 2) A current photograph of the Salmon and Elm Street intersection along with a Photoshop rendition of how the intersection would look with new signage;
- 3) A detailed map of the North Downtown showing the location of all proposed signs and the destinations listed for each sign; and
- 4) A general policy for the Wayfinding System (the Committee reviewed and concurred with this policy last year).

Comprehensive and consistent signage throughout the City will make it easier for visitor's and newcomers to find key points within the City, reduce the current clutter of signs and will provide a positive image of Manchester.

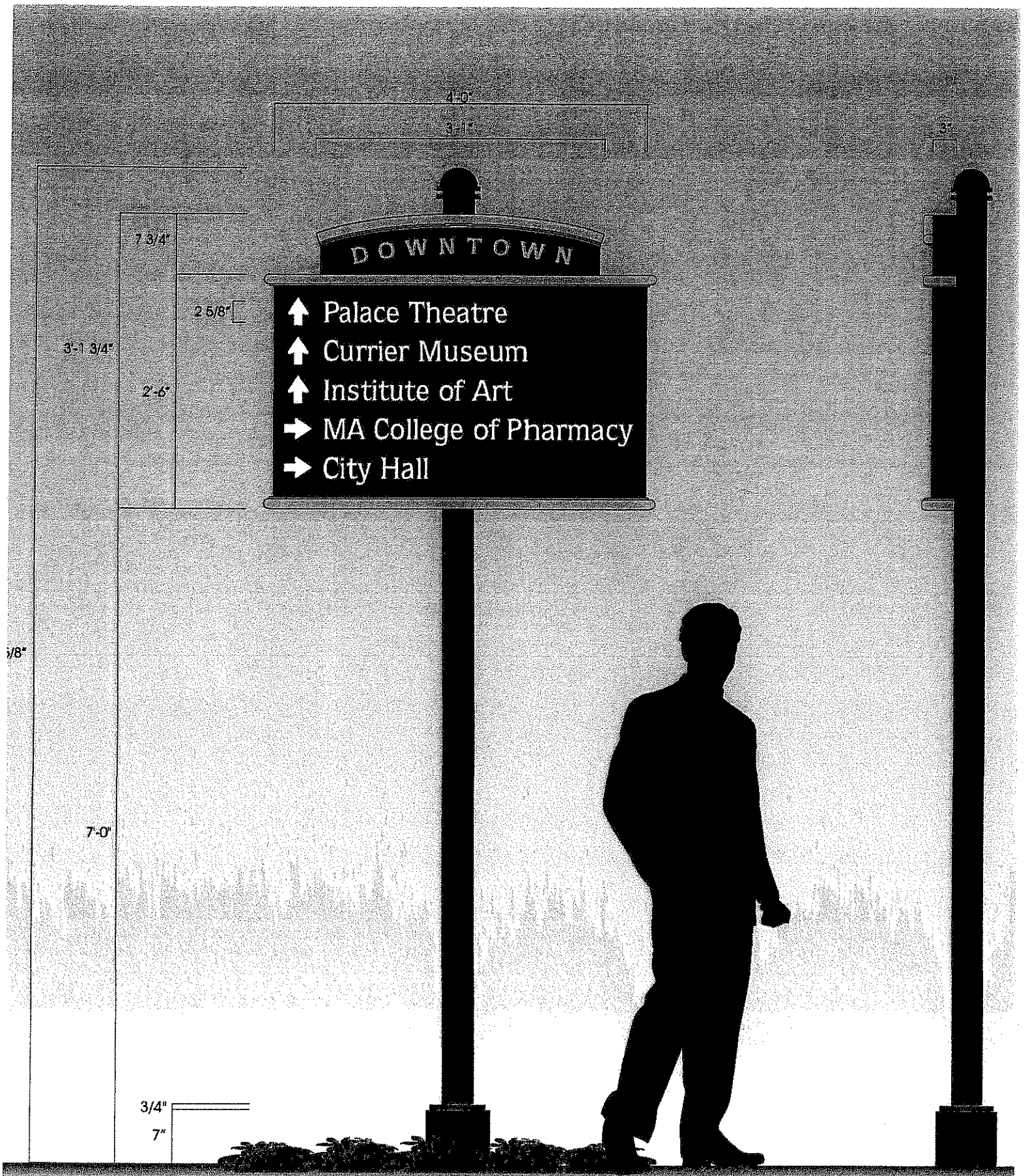
If you concur with the attached items, the staff is prepared to go out to bid for the Pilot Area in conjunction with the Highway Department and Traffic Division. It is expected that the Pilot Area will include much of the North Downtown signage as shown on the map, depending upon the prices from the bid process.

Our staff will be available to review this matter with you at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP  
Director of Planning and Community Development

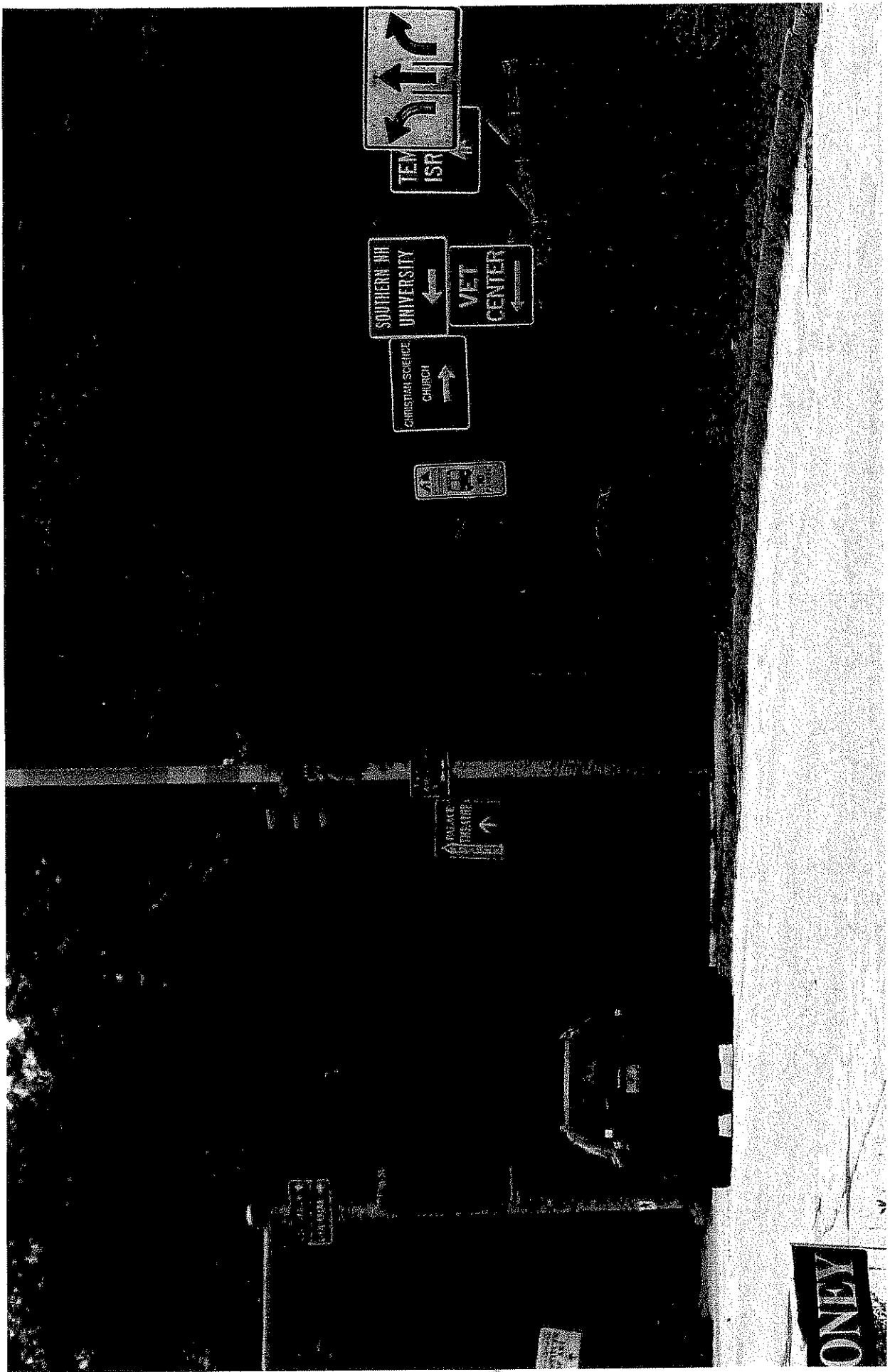
One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)



(A) LAYOUT - FRONT  
SCALE: 3/4" = 1'-0"

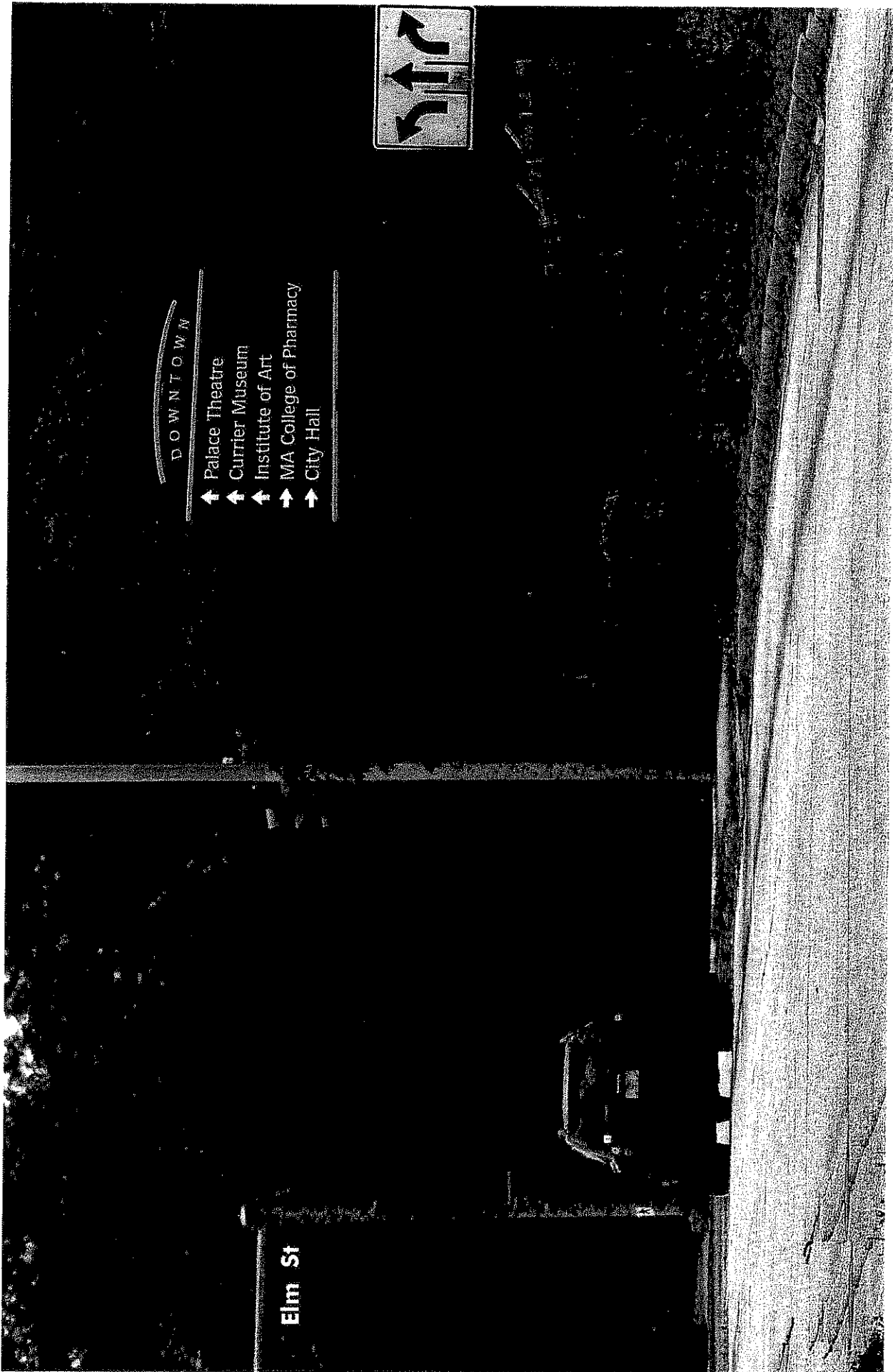
(B) LAYOUT - SIDE  
SCALE: 3/4" = 1'-0"

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# Wayfinding



# Wayfinding System

City of Manchester, New Hampshire  
May, 2006

As Manchester grows towards becoming a world class small City with new businesses and institutions, there is a risk that a proliferation of signs will destroy part of that appeal, as well as creating a distraction for road users. Therefore, the purpose of the Manchester Citywide Wayfinding signage program is to help visitors from outside of the local area to find facilities easily and safely.

## Guiding Principals

- The system is intended for visitors and new residents.
- The system is not meant for advertising.
- First impression and perception play an active role in determining the best route.
- The best route may not be the shortest or quickest.
- Terminology must be kept short and easily understood by a visitor
- Departure routes must be equally as important as arrival routes.

## Goals

- Create a consistent wayfinding and identify system across a range of sign and publication mediums.
- Create a wayfinding program that focuses on directing visitors to major parking garages and destinations.
- Improve wayfinding and visitor information on events in the city.
- Establish wayfinding links to pedestrian paths in the city.
- Reduce the amount of visual clutter and proliferation of signs that can be distracting and make it difficult to find locations.
- Provide a positive image of the City.
- Establish ongoing administration and maintenance of the system.

## Process

The wayfinding system will be administered by the Traffic Department with consultation of the Planning & Community Development Department and the Public Safety and Traffic Committee, as may be required. The Department shall be responsible for the location and maintenance of the sign systems and for the determination of what destinations will be identified in the wayfinding signage. Selection of destinations will be based upon the Criteria identified below. The Department shall annually review destinations to determine if certain locations will be deleted or added based upon the same Criteria.

The Department shall be responsible for determining the maximum number of destinations located on a particular sign or at a particular intersection. Excessive destinations can become confusing and

counteract the goal of the system. The Department shall also be responsible for determining the most appropriate pathway or pathways for each destination. Directional signs not consistent with the Wayfinding System will be removed by the Department.

## **Sign Types**

### **Citywide Destination Wayfinding Signage**

- The focus of this system is encouraging visitors to park their cars – then find their destinations
- District gateway signs for entrance to the city and major business areas and cultural districts and neighborhoods.
- Direct directional signs that include information leading to parking garages and lots.
- Destination directional signs that direct visitors to cultural attractions, major government buildings, shopping districts and neighborhoods.
- Trailblazer directional signs.
- Arrival signs marking the entrance to parking facilities and major cultural institutions.
- Consistent, simple, city map for handout in parking facilities, kiosks and attractions.

### **Pedestrian Signage**

- Pedestrian wayfinding map and signs.
- Pedestrian/bicycle trail signs.

### **Neighborhood Signage**

- We must allow each neighborhood to show their own unique characteristics while creating a coherent streetscape for the whole city. Components include:
- Standards and initiative for unique neighborhood gateways. (future)
- Standards for neighborhood banners (future)
- Street sign program with neighborhood identity

## **Eligibility Criteria for Types of Destinations**

The following criteria limit the number of destinations which can be in the Wayfinding System. The Traffic Departments annual review will follow these criteria. The System is not intended for commercial advertising or the location of businesses.

### **Allowable Destinations**

- Airport: A commercial or public general aviation airport approved by the Federal Aviation Administration
- Arena: A stadium, sports complexes, auditorium or civic center. The hour requirements do not apply to this category.
- Courthouse and Municipal building: A building housing the primary offices or for the convening of official legal activities for the city, county, state or federal government.





- College or university: An educational institutions that grants higher degrees and is fully accredited by the *New Hampshire Postsecondary Education Commission*
- Commercial concentration: A commercial district or commercial corridor containing more than 20 individual stores.
- Convention Center, Theaters, Arts Centers and Performing Arts centers: A facility for the performing arts, exhibits, conventions or concerts.
- District: A relatively large urban area with defined boundaries that share a common physical, ethnic, cultural or political character.
- Golf Course: A golf course open to the public that is at least 18 holes (non-par 3) and follows United States Golf Association regulations. The golf course must have an on-site Clubhouse.
- Hospital: An institution providing primary health services and medical or surgical care to person suffering from illness, disease, injury, etc. Must be open for emergency care 24 hours a day.
- Library: A building where books, manuscripts, historical documents, and other information are stored for public access.
- Museum, gallery: A Facility in which works of artistic, historical, or scientific value are cared for and exhibited to the public.
- Parking facilities: A structure or lot which provides a minimal of 50 spaces for parking.
- Railroad/Bus Stations: A passenger terminal utilized for discharging and picking up passengers and ticketing.
- Recreation Area, Forest or Wildlife Refuge: An area designated under federal, state or local jurisdiction made available to the public.
- Snow Ski Area: A facility with those recreational amenities normally present at snow ski facility (mechanical lifts, down hill skiing, tubing, snowboarding, etc). This is considered a seasonal attraction. Months of operational do not apply to this category.
- Visitor Information Center: A facility where the primary purpose of its operation is to provide information and tourist supportive services.

Signs will not normally be provided for the following:

1. Residential property
2. Individual commercial business
3. Social and sports clubs
4. Hotels/Bed and Breakfasts
5. Religious Institutions



## Visitation Requirements

For an attraction to be eligible for inclusion in the signing system, it must have a minimum annual visitation of 1,500. Pedestrian signs may have a lower criteria threshold.

## General Eligibility Requirements

The following general criteria must be met by all attractions in order to be eligible for inclusion in the Wayfinding Signing System.

**General:** The attraction shall be open to all persons regardless of race, color, religion, ancestry, national origin, sex, age or handicap: comply with all federal, State and local regulations and statutes for public accommodations concerning health, sanitation and safety.

**Admission Charge:** If a general admission is charged, it shall be collected upon the entry and other charges shall be clearly displayed, at the place of entry as to be readily visible.

**Minimum Annual Attendance:** The establishment must be used by and attract a particularly large number of visitors who are unfamiliar with the area. The annual attendance requirement is 1,500. More than 50% of the total annual attendance must be from actual tourist traffic.

**Road System:** The location of the attraction shall not require motorists to perform any illegal movements or U-turns and the roads shall be capable of handling the anticipated traffic column and types of traffic. Motorists shall be able to readily return to the street or highway and proceed in the original directional of travel after visiting the attraction. This may result in the attraction being required to install signing to guide the motorist to their original directional of travel.

**Hours of Operation:** Attractions other than arenas, schools, colleges/universities, performing arts centers shall maintain regular hours and schedules and be open to the public for a minimum of 104 days a year. Attractions shall maintain regular hours and schedules and be open to the public without any prior booking at least two days each week, six hours per day, and a minimum of eight months of the year.

**Destination Publicity:** The establishment must show evidence of promotion to the tourist market, e.g. a publicity leaflet or advertising.

**Other Signs:** The Attraction shall have no illegal advertising sign along any of the roadways. In addition, no other type of previously approved destination signing will remain, within the right-of-way including previously approved signs. Attractions with sign violations of City, State and or Federal laws or regulations will not be authorized to participate in the Signing System.

**On-premise Sign:** The attraction shall have an on-premise sign that is readily visible.

**Seasonality:** Signs for seasonal attractions such as farmers markets or summer concert series may be displayed when warranted. A minimum of 3 consecutive months with an attraction each week must exist. Such signing shall state the days of operation for the seasonal attractions and the signs will only be erected during the time period of the seasonal attraction.

**Sign Design:** Wayfinding signs will be fabricated by the Traffic Department. The designs of the signs will be at the discretion of the Traffic Department following the principles of the MUTCD and



the Standard Highway Signs book. Generic or international symbol for the category of the attraction may be considered for the incorporation on the signs. In certain instances, it may be appropriate to include a standard logo of a destination such as the Manchester Airport.

**Sign Installation:** Signs will be installed by the Traffic Department. The installation location of the signs will be at the discretion of the Traffic Department following the principles of the IMUTCD.

**Sign Maintenance:** Signs will be installed and maintained by the Traffic Department.

**Sign Placement:** Signs for eligible attractions may be authorized to provide direction for motorists from the nearest major state highway(s) to the attraction. Signs will be placed on the most direct route to the attraction to best serve the motoring public.

## **Signage Location**

Selection of Destinations and Zones to be shown at each decision point or intersection shall be the decision of the Traffic Department. Generally speaking signs for vehicular traffic must be limited to five or at most six locations while pedestrian signs can have up to twice that amount. Factors to be considered in selection include:

1. Density of destinations in a particular Zone.
2. Best pathway to a particular Zone or Destination.
3. Relative size of and distance to various destinations.

To demonstrate how these factors work, we can look at two different intersections. The off-ramp from I293 to Granite Street will be a major gateway into the City. This location has a very high density of destinations within close proximity. Since it is not possible to place all of the destinations at this sign location, the signage will focus on Zones and generic categories. The six items shown might therefore include: Westside, Downtown, Millyard, Colleges, Arena and Baseball Stadium. Of these, the first three are Zones, the fourth (Colleges) is a generic category and only two are specific destinations. These two make it to the list because they are very large attractions and they are very close to the gateway.

The intersection of Mammoth Road and Bridge Street is another major gateway into the City from I-93. By comparison, however, it has a lower density of destinations in the immediate zone. Therefore, more specific destinations (at a greater distance away) can be included. Therefore, the six at this location might be: Downtown, McIntyre Ski Area, Veterans Hospital, Derryfield Park, the Currier and the Elliot Hospital.



**To the Board of Mayor and Aldermen of the City of Manchester:**

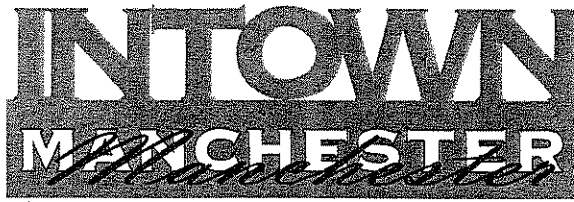
The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that a request of Intown Manchester for the curtailment of parking enforcement during the Downtown Shopping Night to be held on Thursday, November 29<sup>th</sup> from 5 until 9 PM and on each Thursday during the month of December from 5 until 8 PM be granted and approved.

*(Unanimous vote.)*

Respectfully submitted,

*Leo R. Bernier*

Clerk of Committee



October 25, 2007

Mr. Leo Bernier  
Manchester City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Re: Request for curtailment of parking enforcement during the Downtown Shopping Night to be held Downtown on Thursday, November 29<sup>th</sup> from 5-9 p.m.

Dear Mr. Bernier,

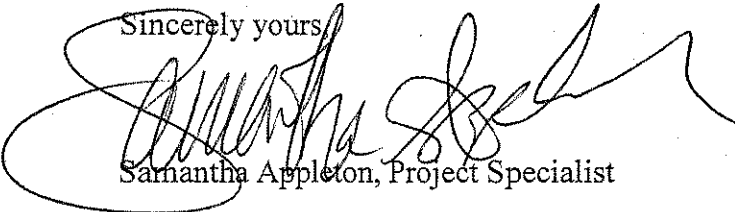
Intown Manchester, on behalf of the downtown merchants, would like to request that enforcement of overtime parking violations be curtailed for the night of **Thursday, November 29<sup>th</sup> from 5 p.m. until 9 p.m.**

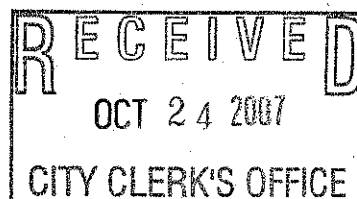
Several downtown merchants will be hosting an evening of stress free holiday shopping, most holding later than usual hours until 9 p.m. to suit those who may only be free at night to shop for their loved ones. Elm, Hanover, Stark and Lowell Streets will be filled with the joyful sound of Christmas Carolers, entertaining the public as they patronize downtown merchants.

In addition, we would like to request a curtailment of parking enforcement on **each Thursday during the month of December, from 5 – 8 p.m.** This would make shopping and dining downtown during the holiday season easier and more accessible to the public, who in the past, may not have ventured downtown because of parking issues.

Thank you for your consideration of this request.

Sincerely yours,

  
Samantha Appleton, Project Specialist



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that a communication from Deputy Chief Lussier relative to tasers is being forwarded to the Board for informational purposes only.

*(Unanimous vote.)*

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "L. R. Bernier".

Clerk of Committee

A handwritten mark at the bottom of the page, resembling a stylized lowercase 'u' or the number '4'.



**John A. Jaskolka**  
*Chief*

# City of Manchester Police Department

Ralph Miller Public Safety Center  
351 Chestnut Street  
Manchester, New Hampshire 03101-2294  
(603) 668-8711 Business Phone  
(603) 668-8941 Main Fax  
(603) 628-6137 Administrative Offices Fax

## Commission

Calvin T. Cramer  
John J. Tenn  
Nory Marquez  
Thomas D. Noonan  
Thomas J. Hammond

## Deputy Chiefs

Glenn S. Leidemer  
Gary T. Simmons  
Marc P. Lussier

## Executive Secretary

Kim Demers

June 8, 2007

To : Traffic and Public Safety Committee  
Attn : Alderman Roy  
From : Deputy Chief Marc P Lussier  
Re : Tasers and priorities

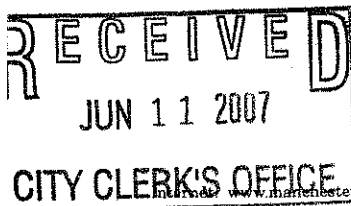
Sirs,

At the May 15, 2007 Traffic and Public Safety Committee meeting, Alderman Roy asked for a report on Tasers. I had hoped to respond to this request at the most recent meeting on June 5, however time was against me and prevailed, so I would like to take this opportunity to brief you on the Taser issue.

Police Officers have many tools at their disposal to address a variety of issues. As they progress through the force continuum, available options may include their mere presence, verbal commands, empty handed techniques, OC spray, the expandable baton, and if the circumstances dictate, their firearm. In recent years the Taser has been identified as another useful tool for many officers throughout the country. As was the case when OC became popular, some of these new tools do not come without controversy. This was case with the Taser, and for this reason, as well as for financial reasons, the Manchester Police Department chose not to add the Taser to our issued equipment list.

The Taser is now a widely used tool by law enforcement professional across the country. Recently Officers Boudreau and Gilcreast of the Manchester Police Department attended training on Tasers to become Instructors. After that training they were tasked with developing a presentation for the Chief and Deputies identifying all issues regarding the Taser. The purpose of this presentation was simply to update the Administration on the Taser so we could determine whether or not the Manchester Police Department was interested in exploring the Taser as a possible addition to the list of tools we make available to our officers.

The Chief and Deputies feel that the Taser is in fact a valuable tool for our officers, however at this time it is not within our budget, and is not at the top of our priorities list. As you will see from the attached, the initial cost of bringing Tasers to the Manchester Police Department is over \$325,000, with an approximate \$38,000 yearly cost thereafter.



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



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In regards to the inquiry about our priorities, it is much more important to us to identify funding to replace our portable radios. Approximately 10 years ago the Manchester Police Department purchased new portable radios. The average life expectancy of these radios is 5-7 years. Today, as problems with the radios increase, we need to initiate a replacement plan. We currently have approximately 260 radios and it cost just shy of \$3,300 to outfit an officer with a new radio (holder, microphone, charger, etc). With our most recent request to CIP we asked for \$175,000 to begin replacing our radios in increments; approximately 50 radios in the first cycle. That request was denied.

Police radios were at the top of our list in our request to CIP. There was also a request for \$50,000 for an off site evidence storage area and \$300,000 for a study to explore a building expansion. The Weed and Seed Program, which is not just a Police Department project, but rather a city wide initiative, also requested \$175,000.

I hope this answers your questions. If you have further questions, or would like to discuss this further, please don't hesitate to call.

Respectfully Submitted,



Marc P. Lussier  
Deputy Chief of Police

u

**Taser Costs:**

X26 - \$810 ea  
Battery \$30 ea.  
4 yr warranty \$175 ea  
Cartridge \$20 ea.  
Holster \$70 ea.

**Cost to outfit and officer - \$1,105**

235 units	\$190,350
235 batteries	\$7,050
235 warranties	\$41,125
470 cartridges	\$9,400
Training OT	\$64,800
225 holsters	<u>\$15,750</u>
Total	\$328,475

**Annual costs:**

Batteries	\$7,050
Cartridges	\$9,400
Re-cert OT	<u>\$21,600</u>
Total	\$38,050

u



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Public Safety, Health and Traffic respectfully recommends, after due and careful consideration, that a request to issue SCORE Volunteer Parking Permits for the Pine Street Lot in replacement of Pine Street Lot Permits, as outlined herein, be granted and approved.

*(Unanimous vote.)*

Respectfully submitted,



Clerk of Committee



# **CITY OF MANCHESTER**

## **PARKING DIVISION**



Brandy Stanley  
Parking Manager  
bstanley@manchesternh.gov

September 24, 2007

Mr. Ed Osborne, Chairman  
Committee on Public Safety, Health and Traffic  
One City Hall Plaza  
Manchester, NH 03101

Re: **SCORE Parking Decals and Verizon Staff Parking**

Dear Chairman Osborne:

I have had two requests from the above reference parties requiring discussion and/or approval from the Board of Mayor and Aldermen. In neither case do I believe that I have the appropriate authority to grant the requests, and would appreciate direction at the committee's pleasure.

### **SCORE Parking Decals**

I have had some conversations with a representative with the SCORE office in the Norris Cotton Federal Building. They currently purchase parking permits in the Pine Lot, however they do have a number of volunteer staff that come to the office infrequently. The office has purchased permits for these staff members, however they do not distribute them on a permanent basis to each person. The department has many volunteers, and the permits designated for volunteers are passed out on a daily basis to the volunteers that are in the office that day.

In order to make this work, the volunteers are currently parking in the lot, walking around the building to the Chestnut Street entrance, going through security (bag check, metal detector, etc.), reporting to the SCORE office, getting their permit, walking back down to their vehicles, putting the permit inside and repeating the process of walking around the building and through security.

The office has requested that the city issue dashboard passes (copy attached) to all of their volunteers to display in their vehicles in lieu of the authorized parking permit. This will allow their volunteers to bypass the above outlined procedure.

✓

Enforcement staff would be able to control this process by knowing how many permits are issued to the SCORE office for volunteers and ensuring during their rounds through the lot that no more than the authorized number of vehicles displaying this pass are parked in the lot at one time. Any vehicles parked in the lot in excess of the authorized number will be given a violation, and the program will be cancelled by the parking division.

**Verizon Staff Parking**

I have also had a request from the Verizon Wireless Arena to provide additional street parking for their staff members free of charge during the upcoming circus event from October 10<sup>th</sup> through the 20<sup>th</sup>. Please note that this courtesy has been extended to the arena in years past, however as stated above, I do not believe that I have the authority to grant this request without direction from the BMA.

This request stems from the need to provide additional staff parking while the arena's onsite staff parking lot is in use by the large number of trailers needed to house the animals and the sets, and is the only event of its type throughout the year.

Thank you for your consideration of the above requests, and please do not hesitate to contact me should you have any questions or requests for additional information.

Thank you,

Brandy Stanley  
Parking Manager  
City of Manchester

CC: Alderman O'Neil  
Alderman Shea  
Alderman Roy  
Alderman Long





**PARKING  
DIVISION**

**PARKING PERMIT  
Score Volunteer  
Pine Lot Only**

**CITY OF MANCHESTER**

## To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health & Traffic respectfully recommends, after due and careful consideration, that the following regulations governing standing, stopping, and parking and operation of vehicles, be adopted pursuant to Chapter 70 of the Code of Ordinances of the City of Manchester and put into effect when duly advertised and the districts affected thereby duly posted as required by the provisions of that Chapter and Chapter 335 of the Sessions Laws of 1951.

<b>Section 70.36 Stopping, Standing, or Parking Prohibited</b>
--

**STOP SIGNS:**

On Agnes Street at Pinard Street, NWC

**NO RIGHT TURN ON RED:**

On Beech Street at Cilley Road, southbound

**ONE-HOUR PARKING (8 AM – 6 PM):**

On Elm Street, east side, from a point 100 feet south of Welch Avenue to a point  
124 feet north of Welch Avenue

**TWO-HOUR PARKING (8 AM – 6 PM):**

On Spruce Street, north side, from Hall Street to Massabesic Street

**NO PARKING ANYTIME:**

On Elm Street, east side, from Sterling Avenue to a point 55 feet south

On Notre Dame Avenue, west side, from a point 180 feet south of Amory Street to  
a point 73 feet southerly

W

**Report of Cmte. on Public Safety**  
**Page 2**

**NO PARKING ANYTIME (EMERGENCY ORDINANCE):**

On Lincoln Street, west side, from Lake Avenue South Back Street to Spruce Street

On Exeter Avenue, west side, from a point 112 feet north of Harvard Street to a point 21 feet northerly

**NO PARKING - LOADING ZONE:**

On Arms Street, east side, from a point 127 feet north of Stark Street to a point 18 feet northerly

On Belmont Street, east side, from a point 58 feet north of Summer Street, to a point 20 feet northerly

**NO PARKING (8AM-5PM/MONDAY-FRIDAY):**

On Michigan Avenue, east side, from a point 45 feet south of London Street to a point 25 feet southerly

**NO PARKING (PICK-UP AND DROP-OFF ONLY):**

On Foster Avenue, east side, from Valley Street to a point 56 feet southerly

**NO PARKING NOVEMBER 15- APRIL 15:**

On Orange Street, south side, from Chestnut street to Pine Street

**RESCIND ONE-HOUR PARKING (8 AM – 6 PM):**

On elm Street, east side, from a point 100 feet south of Welch Avenue to a point 20 feet south of Sterling Avenue (Ord. 2950)

**RESCIND NO PARKING - LOADING ZONE:**

On Arms Street, east side, from a point 127 feet north of Stark Street to a point 145 feet northerly

On Belmont Street, east side, from a point 45 feet north of Summer Street to a point 40 feet northerly

**RESCIND NO PARKING – LOADING ZONE (8AM-5PM/MONDAY-SATURDAY):**

On Pine Street, east side, from a point 30 feet south of Hanover Street to a point 25 feet southerly

W

**Report of the Cmte. on Public Safety**  
**Page 3**

**RESCIND NO PARKING (8AM-5-PM/MONDAY-FRIDAY):**

On Michigan Avenue, east side, from London Street to a point 115 feet south  
(Ord. 8987)

**RESCIND 15-MINUTE PARKING:**

On Kelley Street, north side, from Hevey Street to a point 50 feet easterly  
(Ord. 8875)

**RESCIND 1-HOUR PARKING (8AM-6PM):**

On Spruce Street, north side, from Hall Street to Massabesic Street (Ord. 6167)

**RESCIND TWO-HOUR PARKING:**

On High Street, north side, from Union Street to Pine Street

**RESCIND NO PARKING NOVEMBER 15 – APRIL 15:**

On Orange Street, south side, from Union Street to Chestnut Street (Ord. 8963)

**NO TRUCKS (9:30 AM - 7:00 AM):**

On Somerville Street, from Porter Street to Maple Street

**10-HOUR METERS (8AM-8PM/MONDAY-FRIDAY):**

On High Street, north side, from Union Street to Pine Street

**RESCIND 2-HOUR METERS:**

On High Street, north side, from Pine Street to Union Street

**RESCIND ACCESSIBLE PARKING SPACE:**

On Wheelock Street, west side, from a point 20 feet south of W. Hancock Street to  
a point 20 feet south

W

**REPEALING PROVISIONS**

That all rules and regulations now in effect in accordance with the provisions of an Ordinance "Chapter 70 Motor Vehicles and Traffic" as adopted august 6, 2002, with subsequent amendments thereto and inconsistent with the traffic rules and regulations herein adopted be repealed.

*(Unanimous vote.)*

Respectfully submitted,

*L. H. Bernier*

Clerk of Committee

W



# City of Manchester New Hampshire

*In the year Two Thousand and*

Seven

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Assistant Director-Accounting & Reporting, and Assistant Director-Treasury) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Deputy Finance Director, Class Code 2110  
Reclassify Treasury Manager, Class Code 2100

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Deputy Finance Director, Class Code 2110, Grade 27 to  
Assistant Director-Accounting & Reporting, Grade 24

Reclassify Treasury Manager, Class Code 2100, 24 to Assistant  
Director-Treasury, Class Code 2100, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Deputy Finance Director, Class Code 2110, Grade 27 to  
Assistant Director-Accounting & Reporting, Grade 24 (Class Spec.  
attached) Exempt

Reclassify Treasury Manager, Class Code 2100, 24 to Assistant  
Director-Treasury, Class Code 2100, Grade 24 (Class Spec. attached),  
Exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

7-12



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Assistant Director – Accounting & Reporting
<b>Class Code Number</b>	2110-24

### General Statement of Duties

Manages the daily operations of the accounting and financial reporting functions within the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee accounting and reporting operations within the City structure. The work is performed under the supervision and direction of the Finance Director but authority as delegated for the exercise of independent judgement and initiative. Direction is exercised over the work of employees in the classes of Financial Analyst I, II, Accountant I, II and others as assigned. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community groups, outside auditors, State and Federal officials, and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Maintains the City's financial system and accounting records in accordance all applicable principles and standards;
- Writes internal accounting and budget manuals;
- Monitors budget performance and evaluates budget requests;
- Oversees and completes financial reporting, including preparing CAFR and internal monthly and quarterly financial, treasury and CIP reports;
- Directs internal audit functions of expenses, revenues and management functions;

7+12

- Coordinates the involvement of external auditors, including the preparation of all applicable reporting requirements;
- Participates in various aspects of personnel administration within the department, including hiring, termination, grievance procedures and coordinating employee training;
- Develops and administers the Departmental Budget;
- Performs special projects for the Finance Director as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Extensive knowledge of current principles and practices of municipal finance operations;
- Extensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;
- Extensive knowledge of all auditing procedures;
- Extensive knowledge of the practices and procedures involved in identifying sources of revenue for a municipality;
- Extensive knowledge of current principles and practices of public administration;
- Extensive knowledge of budgetary principles within a municipality;
- Ability to perform and oversee complex financial auditing and reporting procedures within a municipality;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

7+12

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Finance, Accounting or a closely related field; and
- Considerable experience in financial operations within a municipality; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

#### Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Treasury Manager Assistant Director- Treasury
Class Code Number	2100-24

### General Statement of Duties

Manages cash, investment and debt management functions within the City; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure beneficial use of City funds in the areas of cash and investment and manage debt. The work is performed under the supervision and direction of the Deputy Finance Director and Finance Director. but considerable leeway is granted Authority is delegated by the Finance Director for the exercise of independent judgement and initiative. Supervision Direction is exercised over the work of employees in the classes of Financial Analyst I, II, Accountant I, II and related personnel **personnel as assigned**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Develops and manages **directs** the implementation of fiscal control measures and balancing mechanisms for the Treasurer's Office, including revenue analysis, cash balance determinations and bank reconciliation;
- Researches and implements compliance measures for applicable statutory or regulatory requirements affecting cash flow or related public fiscal issues;

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- Monitors the balancing of daily cash, including assuming responsibility for all money received;
- Researches, analyzes and recommends cash management services to the City;
- Handles all responsibilities for long-term debt;
- Serves as a liaison with bank officials to investigate and resolve problem areas within bank involvement in City services;
- Serves as the Chief Investment Officer and funds manager, investing City funds and developing strategies for both short and long term duration's;
- Receives and evaluates competitive offerings as appropriate and determines beneficial investment opportunities based upon research of the current yield curve;
- Manages and directs the City's primary banking/cash management services and depository relationships;
- Supervises, trains and evaluates employees involved in treasury activities, including direct supervision to ensure compliance with all applicable laws and regulations;
- Processes timely transfers and principal interest payments as required and monitored by the Securities and Exchange Commission;
- Oversees all cash flow within the City structure, including monitoring daily cash position, monitoring departmental receipting, maintaining and investment portfolio by tracking purchases maintaining minimum cash balances to optimize investment of funds;
- Compiles Comprehensive Financial Reports;
- Advises Department Heads, municipal officials and others on complex fiscal matters, budgetary considerations, transfers of funds, payment procedures, investments and expenditures and commitment of funds as requested;
- Serves as an in-house consultant within the City regarding comprehensive financial operations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor **Finance Officer** and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of cash management processes and procedures;
- Comprehensive knowledge of financial analysis and reporting;

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- Comprehensive knowledge of data processing technology as applied to financial, accounting and auditing functions;
- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Comprehensive knowledge of auditing requirements;
- Thorough knowledge of investment principles and investment risk analysis;
- Thorough knowledge of current principles, practices and ethics used in receiving, disbursing, depositing and securing large amounts of public monies;
- Thorough knowledge of Balance Sheet and Income Statement transactions;
- Thorough knowledge of the functions of government in a municipality;
- Thorough knowledge of accounts payable and payroll processes;
- Thorough knowledge of budget preparation within a municipality;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Accounting, Finance or related; and
- Considerable experience in Accounting, preferably within a municipality and with an investment background; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### Required Special Qualifications

- None.

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**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# City of Manchester New Hampshire

*In the year Two Thousand and*

*Seven*

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Attorney I & II) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

- Delete Attorney I, Class Code 1390
- Delete Attorney II, Class Code 1400
- Delete Attorney III, Class Code 1405
- Establish Attorney I, Class Code 1400
- Establish Attorney II, Class Code 1405

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

- Delete Attorney I, Class Code 1390, Grade 20
- Delete Attorney II, Class Code 1400, Grade 21
- Delete Attorney III, Class Code 1405, Grade 22
- Establish Attorney I, Class Code 1400, Grade 23
- Establish Attorney II, Class Code 1405, Grade 25

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

- Delete Attorney I, Class Code 1390, Grade 20
- Delete Attorney II, Class Code 1400, Grade 21
- Delete Attorney III, Class Code 1405, Grade 22
- Establish Attorney I, Class Code 1400, Grade 23, (Class Spec. attached), exempt
- Establish Attorney II, Class Code 1405, Grade 25, (Class Spec. attached), exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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# SALARY SURVEY

## PUBLIC ATTORNEYS

Manchester	Attorney I	\$45,318	to	\$64,613
	Attorney II	\$48,491	to	\$69,136
	Attorney III	\$51,885	to	\$73,976
Nashua	Criminal Prosecutor	\$46,892	to	\$68,315
	Just hired a new Prosecutor at \$64,393			
Concord	City Prosecutor	\$64,563	to	\$84,261
	Ass't Prosecutor	\$51,598	to	\$67,808
Attorney General	Assistant Attorney General	\$66,856		

Proposed



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Attorney I
Class Code Number	1400-23

### General Statement of Duties

Provides professional legal representation for the City of Manchester; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional representation in the prosecution of misdemeanor cases of a large level of difficulty. The work is performed under the supervision and direction of the Deputy City Solicitor and City Solicitor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of legal support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, court officials, law enforcement officials, legal professionals, business and community organizations and the public. The principal duties of this class are performed in a general office environment and within a courtroom setting.

### Examples of Essential Work (illustrative only)

- Conducts litigation in State and Federal District court, including appeals through the United States Supreme Court;
- Prosecutes criminal cases as necessary and appropriate
- Prosecutes traffic violations, zoning violations and comparable cases in the courts;
- Prosecutes misdemeanor cases of the highest level of complexity;

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- Represents the City in pre-trial conferences, including research and negotiation with all parties involved;
- Prepares cases for trial, examining law and evidence subject to review and assistance by a superior;
- Interviews police officers, inspectors or other parties presenting evidence for the City to ascertain that evidence is complete and adequate for presentation in court;
- Discusses case results with other City Attorneys to evaluate and improve performance for future work;
- Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;
- Studies City, State, Federal and general municipal law for information and precedents bearing on City legal problems;
- Researches legal opinions, memoranda and data for the guidance of the City Departments;
- Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Thorough knowledge of the principles, practices, methods, materials and references utilized in legal research;
- Thorough knowledge of legal practices and procedures;
- Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;
- Thorough knowledge of appellate practices and procedures;
- Thorough knowledge of local and State violations, misdemeanors and criminal procedures;
- Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;

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- Ability in negotiations and the persuasion of others, including both individuals and groups;
- Ability in presentations of both routine and complex issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Juris Doctorate degree; and
- Some experience in a municipal law operations, including some prosecutorial experience.

#### **Required Special Qualifications**

- Admission to the New Hampshire Bar.
- New Hampshire drivers license or access to transportation.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access within both the general office environment and to all applicable areas of the court system.

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Proposed



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Attorney II
<b>Class Code Number</b>	1405-25

### General Statement of Duties

Provides professional legal representation for the City of Manchester; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional representation in the handling of civil cases and related legal matters. The work is performed under the supervision and direction of the Deputy City Solicitor and City Solicitor but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of legal support staff. This class is distinguished from the class of Attorney I by the additional responsibility of handling civil cases. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, court officials, law enforcement officials, legal professionals, business and community organizations and the public. The principal duties of this class are performed in a general office environment and within a courtroom setting.

### Examples of Essential Work (illustrative only)

- Conducts litigation in State and Federal District court on complex tort and related cases, including appeals through the United States Supreme Court;
- Provides advise to other Attorneys on trial strategy, evaluation of potential settlements and ideas related to the preparation of cases;
- Prosecutes criminal cases as necessary;

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- Prosecutes misdemeanor cases of the highest level of complexity;
- Represents the City in pre-trial conferences, including research and negotiation with all parties involved;
- Prepares cases for trial, examining law and evidence subject to review and assistance by a superior;
- Works extensively with the City Negotiator in complex labor relation cases;
- Represents the City at the Supreme Court;
- Advises City managers on appropriate policies and procedures based on law, regulations and collective bargaining agreements;
- Interviews police officers, inspectors or other parties presenting evidence for the City to ascertain that evidence is complete and adequate for presentation in court;
- Discusses case results with other City Attorneys to evaluate and improve performance for future work;
- Interviews complainants to determine whether or not there are sufficient grounds to bring suit under City ordinances or under State law for misdemeanors committed within the City limits;
- Studies City, State, Federal and general municipal law for information and precedents bearing on City legal problems;
- Researches legal opinions, memoranda and data for the guidance of the City Departments;
- Researches, prepares, and compiles proposed ordinances and resolutions and proposed amendments to existing ordinances;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of civil and criminal law;
- Comprehensive knowledge of the principles, practices, methods, materials and references utilized in legal research;
- Thorough knowledge of legal practices and procedures;
- Thorough knowledge of municipal law, torts, contracts, civil rights, administrative processes and real property;

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- Thorough knowledge of appellate practices and procedures;
- Thorough knowledge of local and State violations, misdemeanors and criminal procedures;
- Thorough knowledge of State and Federal statutes and regulations pertaining to municipal governments;
- Ability in negotiations and the persuasion of others, including both individuals and groups;
- Ability in presentations of both routine and complex issues;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Juris Doctorate degree; and
- Considerable experience in a municipal and civil law.

#### **Required Special Qualifications**

- Admission to the New Hampshire Bar.
- Possession of a NH drivers license or access to transportation.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe a wide variety of written material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;

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- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access within both the general office environment and to all applicable areas of the court system.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# City of Manchester New Hampshire

*In the year Two Thousand and*

Seven

## AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (VISTA Project Manager) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish VISTA Project Manager, Class Code 1001

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish to VISTA Project Manager, Grade 18 Class Code 1001, Grade 18

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish VISTA Project Manager, Class Code 1001, Grade 18, Exempt  
(Class Spec. attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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**DRAFT**

# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	VISTA Project Manager
<b>Class Code Number</b>	1001-18

### General Statement of Duties

Plans, organizes, coordinates and manages the operations and activities of the Manchester VISTA Project; performs related work as required.

### Distinguishing Features of the Class

The principle function of an employee in this class is to provide management oversight to all operations and activities of the Manchester VISTA Project. The work is performed under the supervision and direction of a superior, but leeway is granted for the exercise of independent judgement and initiative. Indirect supervision is exercised over the responsibilities of all Manchester VISTA Project program sites and program site supervisors. Direct supervision is provided for the VISTA Leader and all Manchester VISTA Project members. The nature of the work performed requires that an employee in this class establish and maintain effective working relationship with the Mayor, Board of Aldermen, Corporation for National and Community Service, City departments, community non-profit agencies, business and community groups, other State and Federal officials and the media. The principle duties of this class are performed in a general office setting.

### Examples of Essential Work (illustrative only)

- Plans, organizes, coordinates, manages and evaluates the work of the VISTA Leader and all Manchester VISTA Project members in implementing the expressed goals, policies and

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directives of the Corporation for National and Community Service, Mayor and Aldermen, Federal and State regulatory agencies;

- Develops policies and procedures designed to increase the efficiency and effectiveness of the Manchester VISTA Project in addressing the poverty-related needs of the Manchester area;
- Maintains and develops relationships with local, State and national Corporation for National and Community Service staff.
- Develops and oversees program media, outreach and public relations strategies;
- Designs monitoring and reporting mechanisms to track implementation of policies and elicit specific recommendations for improvement of the VISTA Project Operations;
- Recommends any major shift in policies or procedures for future developments;
- Participates in various aspects of personnel administration within the VISTA project to include hiring, termination, grievance procedures and coordination of VISTA member training;
- Serves as the chief spokesperson for the VISTA Project;
- Performs special projects for the VISTA as assigned;
- Provides information and demonstrations concerning how to perform certain work tasks to new VISTA members in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
(at time of appointment)

- Comprehensive knowledge of AmeriCorps\*VISTA Program management, including development and implementation of policies and procedures involving every aspect of administering the VISTA Project;
- Comprehensive knowledge of all Federal regulations regarding the establishment of the Manchester VISTA Project;
- Comprehensive knowledge of the program needs of Manchester's needy and vulnerable populations;
- Comprehensive knowledge of Federal, State and local government operations and procedures;
- Comprehensive knowledge of marketing the AmeriCorps\*VISTA and the Manchester VISTA Project;
- Comprehensive knowledge of current principles and practices of public and business administration;

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- Comprehensive knowledge of budgetary principles;
- Comprehensive knowledge of AmeriCorps \*VISTA Program regulations;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to coordinate with the diverse and complex activities of a City departmental programming;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree in , Public Administration, Business Management, Human Resources or a related field; and
- Two years of experience in the management of a governmental and/or non-profit entity program.

#### **Required Special Qualifications**

- Possession of a NH driver's license or access to transportation.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;

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- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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# City of Manchester New Hampshire

*In the year Two Thousand and*      Seven

## AN ORDINANCE

“Amending Section 33.026 (Fire Chief & Deputy Fire Chief) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Revision to Fire Chief, Class Spec, Class Code 9130, Grade 29, exempt  
(Class Spec. attached)

Revision to Deputy Fire Chief, Class Spec, Class Code 9115, Grade 26  
exempt (Class Spec attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

## PROPOSED UPDATE



# City of Manchester, New Hampshire

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Fire Chief
<b>Class Code Number</b>	9130-29

### General Statement of Duties

Plans, organizes and directs the operations and activities of the Fire Department; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Fire Department. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Fire Department, in coordination with a management team consisting of the positions of Assistant Chief and Fire District Chief. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Alderman, business and community groups, other emergency personnel, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Fire Department;
- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address emergency services needs within the City of Manchester;



- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Departmental operations;
- Provides status reports to the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Reviews and analyzes methods, equipment utilized and performance to increase program effectiveness and forecast long-term needs and commitments;
- Presents fire operational issues to legislative committees, special interest groups, citizen groups and service organizations;
- Reviews and coordinates station construction and service expansion projects to coordinate resources and planning objectives;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, recruiting, contract negotiations, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Fire Department;
- Serves as the Emergency Management Coordinator for the City of Manchester in the event of a declared emergency, including developing and implementing an emergency response plan and coordinating the cooperative efforts of other government and private organizations;
- Performs special projects for the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
**(at time of appointment)**

- Comprehensive knowledge of Fire Department administrative, operational, public education and public relations programs and activities;
  - Comprehensive knowledge of planning principles, practices and techniques;
  - Comprehensive knowledge of current principles and practices of public administration;
  - Comprehensive knowledge of budgetary principles within a municipality;
  - Comprehensive knowledge of the Manchester Fire Department rules and regulations;
  - Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
- //

- Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
- Comprehensive knowledge of the geography of the City of Manchester and surrounding areas, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
- Comprehensive knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
- Comprehensive working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Fire Science, **Business Administration, Business Management, Fire Protection, Fire Protection Engineering, Investigation or other fire service related degree, Public Administration, Medical Services such as Registered Nurse or Physician's Assistant, Paramedic, Engineering or a related field; and**
  - Extensive experience in Fire Department Emergency Operations with a considerable management role.
  - **Or, any equivalent combination of education and experience which provides the knowledge, skills and abilities necessary to perform the work.**
- 11

**Required Special Qualifications**

- United States citizen;
- Class B CDL with air brake endorsement;
- Emergency Medical Technician certificate.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

//

# Proposed Update



## City of Manchester, New Hampshire

### Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	Deputy Fire Chief
<b>Class Code Number</b>	9115-26

#### General Statement of Duties

Plans, organizes and oversees inspection, training, haz/mat, investigations and related operations for the Manchester Fire Department; performs directly related work as required.

#### Distinguishing Features of the Class

The principal function of an employee in this class is to ensure proper training and use of professional operations in the areas of investigations, prevention, training and related. The work is performed under the supervision and direction of the Fire Chief but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all Fire personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business and community groups, other emergency personnel, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment, with occasional work time spent as an incident commander at emergency scenes where the employee is exposed to hazardous materials, large quantities of smoke, proximity to heavy traffic areas during vehicle accidents, exposure to cold/high current waterways, intense heat and direct exposure to flames, proximity to (or inclusion in) falling/decimated structures, high altitude rescues, extreme weather conditions, exposure to blood borne pathogens and other diseases and an environment in which the employee is subject to potential personal danger. .

**Examples of Essential Work**  
(illustrative only)

- Plans, organizes, coordinates and implements short and long term planning operations in all aspects of emergency services delivery within the Manchester Fire Department;
  - Schedules training programs to ensure all Fire personnel have access to current resources needed for emergency service delivery;
  - Develops policies and standards for scene operations and safety practices in alignment with current standards and principles;
  - Serves as the Incident Safety Officer on fire incidents, technical rescues, hazardous materials incidents and related;
  - Determines training levels and abilities among all ranks within the Fire Department and implements training directed at improving skills in core areas;
  - Develops specifications for apparatus, protective equipment and clothing specifications and related;
  - Conducts research and development for fire, rescue, HAZ MAT, EMS and related emergency services programs to ensure Manchester Fire personnel have access to all current resources relating to training and operational issues;
  - Supervises testing of equipment to monitor standards needed for operations;
  - Trains Firefighters and Fire Officers in fire suppression operations, extrication techniques, hazardous materials mitigation, incident scene management and related;
  - Evaluates and trains other Fire personnel involved in training activities;
  - Develops course curriculum and acts as safety officer at emergency incidents;
  - Supervises and instructs Fire Department Rookie Schools;
  - Instructs technical rescue courses, including water rescue, heights rescue, confined space rescue, ice rescue, structural collapse, natural disasters and related;
  - Instructs Firefighting classes involving all types of emergency response situations;
  - Serves as a member of the Departmental Safety Committee;
  - Trains members of the Manchester Police Department in job components relating to emergency rescue situations;
  - Organizes, initiates and implements large scale training exercises involving mock emergency rescue situations;
  - Develops Divisional budget, manages various financial accounts and related;
  - Negotiates collective bargaining agreements;
  - Evaluates and counsels personnel;
  - Serves as an incident commander under the Incident Command System, assuming full responsibility for instructions, techniques and strategies for the implementation of fire suppression, firefighting and other related emergency response situations;
  - Ensures discipline within the command structure through the development, implementation and monitoring of policies directed at the quasi-military structure of the Fire Department;
  - Conducts staff meetings with District Chiefs to review daily work schedules and discuss shift activities;
  - Ensures sufficient Fire personnel are on shift and arranges for replacements as necessary;
  - Performs inspections on vehicles, equipment, alarms, uniforms and other emergency components of the Fire Department;
- //

- Oversees District Chiefs and Shift Commanders in the completion of their responsibilities;
- Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy;
- Provides analysis of Fire Department operations using complex statistical methodologies to determine the efficiency and effectiveness of emergency services as they relate to response time, staffing needs, service delivery, Fire personnel injuries, newly implemented operations, equipment implementation, grant administration and related;
- Coordinates integration of the Fire Department with technology initiatives City-wide;
- Assumes the duties and responsibilities of the position of Fire Chief in the event of absence and/or vacancy;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities**  
**(at time of appointment)**

- Comprehensive knowledge of the Manchester Fire Department rules and regulations;
  - Comprehensive knowledge of the Manchester Fire Department Standard Operational Procedure Manual;
  - Comprehensive knowledge of the City of Manchester Code of Ordinances Title IX (fire prevention codes);
  - Comprehensive knowledge of training techniques and instructional methods;
  - Comprehensive knowledge of personnel management and motivational techniques;
  - Comprehensive knowledge of the geography of the City of Manchester and surrounding areas,, including hydrant locations, the layout and location of public utilities and potentially hazardous materials and substances;
  - Comprehensive knowledge of current fire suppression and firefighting techniques, EMS and hazardous materials response operations, including all related equipment;
  - Comprehensive knowledge in the use of the publications of *NFPA 704*, *DOT Emergency Response Guidebook*, *Environmental Protection Agency Labels*, *Occupational Safety and Health Labels* and *Material Safety Data Sheets (MSDS)*;
  - Thorough working knowledge of all equipment used in Fire Department activities, including fire pumpers, snorkel trucks, aerial platforms, straight ladder trucks, ladder trucks with tillers, rescue units, rescue boats, axes (flat head, pick, pry), pike poles, plaster hooks, battering
- //

- rams, chain saws, ladders, fire hoses (including nozzles, valves and related), vehicle extrication devices, emergency protective equipment, self contained breathing apparatus (SCBA), heights rescue equipment, air tools and emergency medical equipment;
- Thorough knowledge of fire records systems, communications equipment and use, fire computer applications and fire reporting procedures;
  - Thorough knowledge of hydraulics as applied to water delivery;
  - Thorough knowledge of all safety practices involved in fire suppression and firefighting;
  - Ability to speak clearly and distinctly in conducting training and instructions operations;
  - Skill in performing firefighting duties, including fires in all structural types, high altitude rescues, vehicle extraction, emergency medical services and related;
  - Ability to supervise, train, evaluate and coordinate the work of others;
  - Ability to work under extremely stressful situations which result from a building fire, emergency medical and hazardous materials responses, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
  - Ability to work within a command structure requiring strict adherence to the following of orders;
  - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
  - Ability to understand and follow oral and/or written policies, procedures and instructions;
  - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
  - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
  - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
  - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
  - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
  - Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Bachelor's Degree in Fire Sciences, Public Administration, **Fire Protection, Fire Protection Engineering, Investigation or other fire service related degree, Business Administration, Management, Administration, Medical Services such as a Registered Nurse, Physician Assistant, Paramedic, Engineering** or directly related field; and
  - Extensive experience in the Fire services with some management role to include **supervisory experience; or**
  - Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- //

**Required Special Qualifications**

- State of New Hampshire Ambulance Attendance license;
- Red Cross or American Heart Association CPR Instructor certificate;
- Attainment of a State of New Hampshire Firefighter II certificate and Emergency Medical Technician certificate.
- **United States citizen;**
- **Class B CDL with air brake endorsement;**
- **Emergency Medical Technician certificate.**

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergency situations which may involve a high degree of noise and confusion associated with disaster situations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform firefighting duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in firefighting, rescue persons from burning structures and related emergency situations, provide emergency medical treatment, operates vehicles and related;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in protecting lives and property, including physical strength to perform strenuous exertion during sustained periods of time, lift and drag at least 140 pounds and lift 50 pounds on a regular basis.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

//



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, 875-16.

ought to pass.

*(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)*

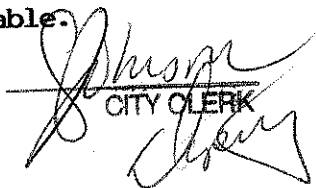
IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

SECONDED BY ALD. Smith

VOTED TO table.

  
CITY CLERK

Respectfully submitted,



Clerk of Committee

# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (Industrial) located on the south side of Gold Street east of the former Lawrence Branch of the B&M Railroad and including the following three lots Tax Map 875-14, 875-15, and 875-16."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. "Amending the Zoning Ordinance of the City of Manchester by extending the B-2 (General Business) zoning district to include property currently zoned IND (General Industrial/Industrial Park) located on Gold Street including Tax Map 875, Lots 14, 15, and 16, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of the intersection of Gold Street and John E. Devine Drive extended, said point being on the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, approximately 965 ft. to a point;

Thence, southerly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 570 ft. to a point;

Thence, southwesterly along the zone boundary line of the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment, a distance of approximately 1,075 ft. to a point;

Thence, northwesterly generally along the centerline of the former Lawrence Branch of the Boston and Maine Railroad, a distance of approximately 1,090 ft. to a point, said point being the zone boundary line of the R-1B (Residential One-Family) zone district and the IND (General Industrial/Industrial Park) zone district, prior to this amendment;

Thence, easterly along the centerline of Gold Street, also being the new zone boundary line between the B-2 (General Business) zone district and the IND (General Industrial/Industrial Park) zone district, after this amendment, a distance of approximately 515 ft. to a point, said point also being the point of beginning.

Said description to include TM 875, Lot 14, Lot 15, and Lot 16 consisting of approximately 19.43 acres of private land, to be rezoned from IND (General Industrial/Industrial Park) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

DEVINE  
MILLIMET

ATTORNEYS AT LAW

*By Hand Delivery*

SUSAN V. DUPREY  
603.695.8505  
SDUPREY@DEVINEMILLIMET.COM

June 19, 2006

Office of the City Clerk  
One City Hall  
Manchester, NH 03101-2097

*RE: GFI Gold Street, LLC - Petition for Rezoning*

Dear Sir or Madam:

Enclosed please find a Petition for rezoning parcels Map 875, Lot 15 and Map 875, Lot 16. Also enclosed is our check in the amount \$300.00. Our office represents GFI, which requests this rezoning.

Please feel free to contact me should you have any questions regarding this matter or if additional information is required. Thank you.

Very truly yours,

  
Susan V. Duprey

SVD:ml

Enclosures

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July 11, 2006.  
In Board of Mayor and Aldermen.

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to refer the petition for rezoning to a Public Hearing on Monday, August 7, 2006 at 6 PM in the Aldermanic Chambers of City Hall and further to authorize execution of agreements enclosed subject to the review and approval of the City Solicitor.

  
City Clerk

**STATE OF NEW HAMPSHIRE  
CITY OF MANCHESTER**

**GFI GOLD STREET, LLC**

**PETITION FOR REZONING**

NOW COMES the Petitioner, GFI Gold Street, LLC, by and through its attorneys, Devine, Millimet & Branch, Professional Association, and petitions the Board of Mayor and Aldermen of the City of Manchester, in accordance with Article 16 of the City of Manchester Zoning Ordinance, to change the zone of and amend the Zoning Map regarding 2 parcels of land, one of which is located at 725 Gold Street and the other of which is near Gold Street, County of Hillsborough, City of Manchester and identified as Map 875 Lot 15 and Map 875 Lot 16 in the tax records for the City of Manchester. In support thereof, Petitioner states as follows:

1. GFI Gold Street, LLC is the owner of record of that parcel of land located at 725 Street and identified as Map 875 Lot 15 in the tax records of the City of Manchester (Property 1). Property 1 is approximately 15.178 acres in size and was formerly the site of Associated Grocers which has since relocated. Property 1 is currently zoned Industrial.

2. Ashkars Children's Limited Liability Company and John N. Ashkars own a parcel near Gold Street which has no building situate on it and abuts Property 1 which land is identified as Map 875 Lot 16 in the tax records of the City of Manchester ("Property 2"). Property 2 is approximately 36,864 square feet in size and is also zoned Industrial. Property 2 is subject to a purchase agreement in favor of GFI Gold Street, LLC.

3. The Petitioner, GFI Gold Street, LLC, for itself as owner of Property 1 and as agent for the owners of Property 2, seeks to change the zoning classification of Property 1 and Property 2 from Industrial to B-2 in order to locate a retailer on Property 1 and Property 2.

4. A copy of the tax map showing Property 1 and Property 2 as situated in the Industrial Zone and the zoning designations for the surrounding properties is attached is Exhibit A.

5. It is believed that the change of zone will have little impact on the surrounding area in that much of the surrounding area was either zoned B-2, has been rezoned from

Industrial to B-2 or variances have been granted to allow uses permitted in the B-2 zone. Changing the zone to B-2 will reduce heavy truck traffic in the area as Property 1 is now used as a 24 hour per day trucking terminal. Plans are being prepared to help address and to generally improve conditions on Gold Street.

6. This proposed change will have a substantial positive tax revenue impact for the City of Manchester and will have no effect on the environment as Property 1 is already developed for an industrial use. There will be no impact on municipal services or facilities.

7. The names, addresses, tax map numbers and lot numbers of all abutting property owners and all properties on the opposite side of the street from Property 1 and Property 2 are attached as Exhibit B.

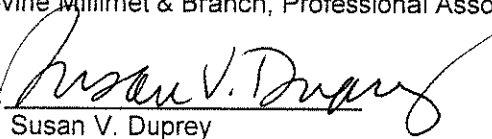
8. A metes and bounds description of Property 1 and Property 2 is attached as Exhibit C.

9. The Petitioner respectfully requests that the Honorable Board of Mayor and Aldermen approve this request to change the zone for Property 1 and Property 2 from Industrial to B-2 and to amend the Zoning Map to reflect this change.

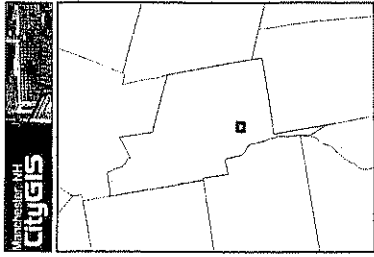
Respectfully submitted,

GFI Gold Street, LLC  
By its Attorneys,  
Devine Millimet & Branch, Professional Association

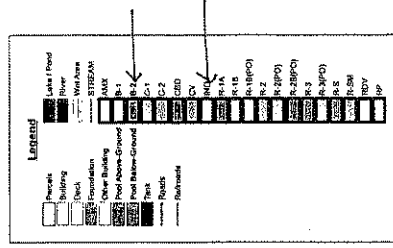
By:

  
Susan V. Duprey  
111 Amherst Street  
Manchester, NH 03101  
(603) 695-8505

Dated: June 19, 2006

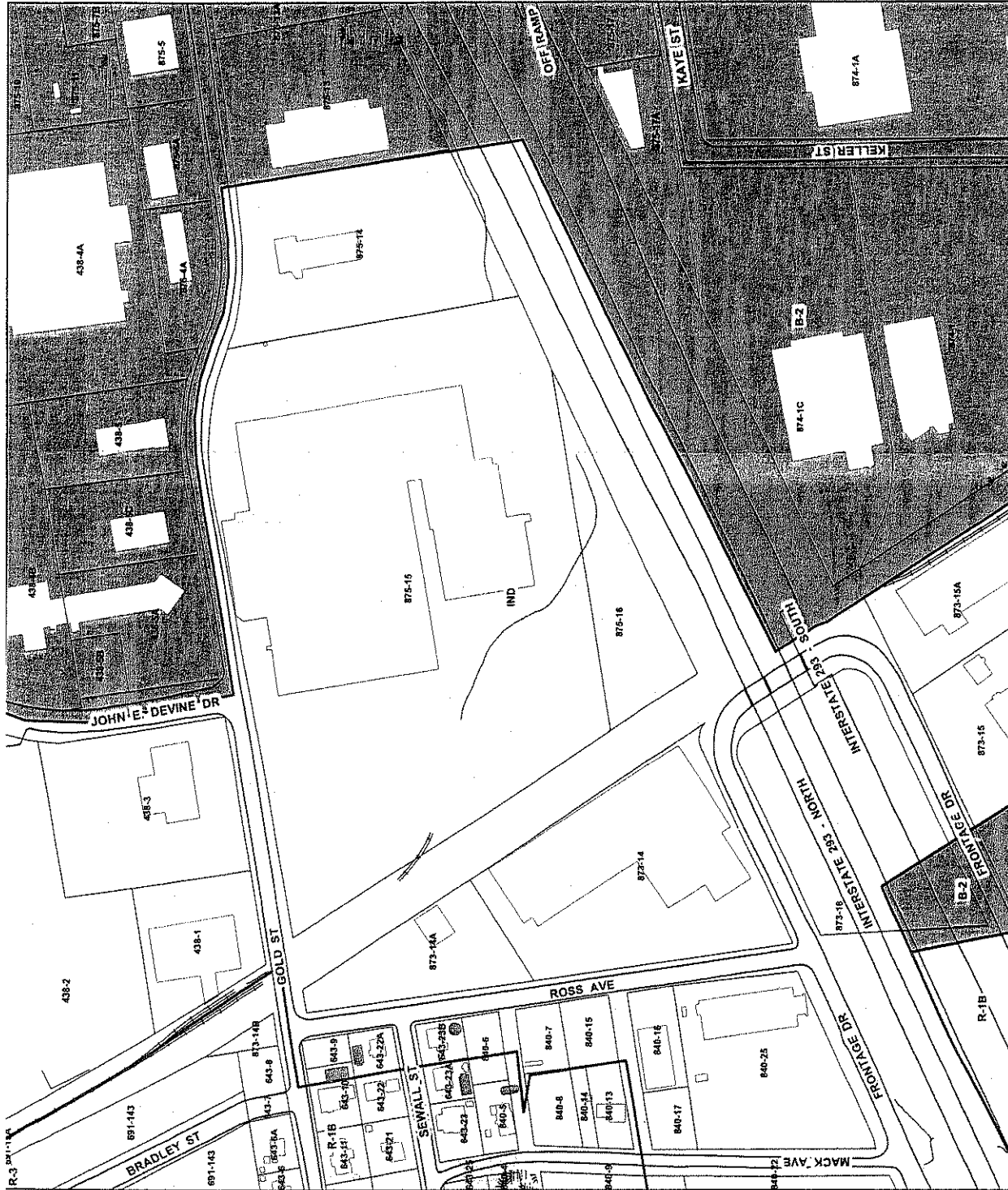


Area Map Showing Extent Of Map At Left



# DISCLAIMER

The information appearing on this map is for the convenience of the user and is not an official public record of the City of Manchester, NH (the "City"). This map is not survey-quality. All boundaries, easements, areas, measurements, rights-of-way, etc. appearing on this map should only be considered approximations, and as such have no official or legal value. The City makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or use of this information. Any liability for damages or losses, in whole or in part, arising from the use or misuse of this information, shall be the responsibility of the user. The City of Manchester, NH, and its departments, and its employees, are not liable for inspection and copying during normal business hours. By using this map, you agree to these terms and conditions.



City of Manchester, New Hampshire - CityGIS Map Print

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## Exhibit C

### Legal Description for Lot 875-15, located at 725 Gold Street, Manchester:

A certain tract or parcel of land with the buildings thereon, situate in Manchester, Hillsborough County, State of New Hampshire, being Lot 875-15 on Plan #\_\_\_\_\_, entitled "ALTA/ACSM Land Title Survey, 725 Gold Street in Manchester, New Hampshire (Hillsborough County), dated December 22, 2005, prepared by BSC Group, more particularly bounded and described as follows:

Beginning at a point on the northeasterly corner of the Lot on the southerly line of Gold Street; thence

1. South  $9^{\circ} 17' 43''$  East, a distance of 80.15 feet to a concrete bound found; thence
2. South  $09^{\circ} 76' 53''$  East, a distance of 488.15 feet by the westerly side of Lot 875-14; to an iron pipe at the southeasterly corner of the lot; thence
3. South  $64^{\circ} 53' 52''$  West, a distance of 310.73 feet by the northerly line of the Interstate Highway 293 to an iron pipe; thence
4. South  $82^{\circ} 28' 33''$  West, a distance of 517.33 feet by the northerly line of Lot 875-16 to an iron pipe at the southeasterly corner of the premises; thence
5. North  $32^{\circ} 51' 25''$  West, a distance of 21.90 feet to an iron pipe; thence
6. North  $08^{\circ} 01' 16''$  West, a distance of 19.62 feet to an iron pipe; thence
7. North  $32^{\circ} 51' 25''$  West, a distance of 714.62 feet by the easterly side of the rail road tracks to an iron pipe at the northwest corner of the premises on the southerly line of Gold Street; thence
8. North  $80^{\circ} 33' 28''$  East, a distance of 305.63 feet by the southerly line of Gold Street to an iron pipe; thence
9. North  $80^{\circ} 16' 28''$  East, a distance of 586.18 feet by the southerly line of Gold Street to an iron pipe; thence
10. Curving in a southeasterly direction with a radius of 399.80 feet, along the southerly line of Gold Street, a distance of 230.44 feet to the point of beginning.

Containing 15.178 Acres, more or less.

**Legal Description for Lot 875-16, located on Gold Street, Manchester:**

A certain Tract or parcel of land, situated in Manchester, bounded and described as follows:

Beginning at a point on the southwest corner of the premises north of the Interstate Highway 293, thence

1. North  $32^{\circ} 51' 25''$  West along said Manchester-Lawrence Railroad for a distance of 157.68 feet, more or less to an iron post set at land of Associated Grocers; thence
2. South  $82^{\circ} 28'$  East for a distance of 517.33 feet, more or less to the interstate Highway 293; thence
3. South  $64^{\circ} 53' 52''$  West for a distance of 471.90, along said Interstate Highway 293 to the point of beginning.

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RECEIVED  
MANCHESTER CITY CLERK

Ashkar Children's Trust Limited Liability Company  
Mrs. Georgette Ashkar, Managing Member  
8160 East Quincy Avenue  
Cherry Hills Village, CO 80111  
(303) 796-8128

Mr. John Ashkar  
29 Fairmount Drive  
Danbury, CT 06811  
(203) 792-4963  
JUN 20 12:21

June 19, 2006

The Board of Mayor and Aldermen  
of the City of Manchester  
One City Hall  
Manchester, NH 03101-2097

Re: Authorization to Pursue Rezoning

To Whom It May Concern:

We, the undersigned, being the owners of the real property sometimes referred to as Map 875, Lot 16, located near Gold Street in Manchester, New Hampshire, hereby grant our authority to GFI Gold Street, LLC, to take any and all actions required or deemed necessary to re-zone the property from "Industrial" to "B 2".

Thank you for your attention to this matter, and if you have any questions please contact our counsel, Susan Perkins of Perkins Ruschena, LLC, at (303) 779-8100.

Sincerely,

Ashkar Children's Trust Limited Liability  
Company

  
By: Georgette Ashkar, Managing Member

  
By: John Ashkar



# CITY OF MANCHESTER

## Planning and Community Development



Robert S. MacKenzie, AICP  
Director

Planning  
Community Improvement Program  
Growth Management

Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

June 28, 2006

Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: *Technical Review, Rezoning Petition – Gold Street*

Dear Mr. Bernier:


In accordance with the procedures on rezoning requests, the following information is being provided to your office in consideration of a rezoning request filed by the owner of one property and agent for a second property on Gold Street (including two lots: Lot 875-15 and 875-16). The subject parcels are located on the south side of Gold Street east of the former Lawrence Rail Branch. The first property is 15.2 acres currently containing the Associated Grocers Building and the second is .85 acres in size that is vacant. The subject properties are currently zoned *Industrial (IND)*. The applicant is requesting that the zoning district be changed to General Business (*B-2*).

Presently, while the parcels are adjacent to a B-2 on one side, the rezoning action would create one parcel that would be zoned IND and surrounded by B-2. As this could be considered spot zoning, we would recommend that the parcel at 835 Gold Street (Lot 875-14; 3.42 acres) also be considered by the Board for rezoning from IND to B-2. In the 1993 Master Plan for the City of Manchester, this area was identified as Industrial land use although the plan also recognized that extension of the business zone into areas of industrial zone was likely and that certain precautions should be taken. The key precaution from the Master Plan as it relates to this rezoning request states "...the proposed district should be evaluated to insure that possible projects will not encourage additional traffic impacts upon residential areas..." The applicants, working with the City, have devised a traffic calming plan to mitigate impacts on Gold Street and Sewall Street which may be considered by the Board of Mayor and Aldermen.

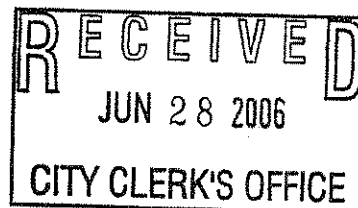
From a technical perspective, the petition may be forwarded to the Board of Mayor and Aldermen for consideration. Consistent with the policy for rezoning petitions, the planning staff is providing a copy of the petition to the Planning Board, the Building Department and the Office of the City Solicitor for comment.

I will be available for any questions that the Board may have.

Sincerely,

  
Robert S. MacKenzie, AICP  
Planning Director

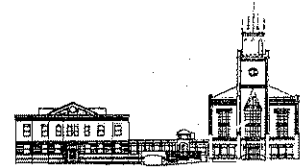
C: Planning Board  
Office of the City Solicitor  
Building Department  
Economic Development Office  
One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)





# CITY OF MANCHESTER

## Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Gold Street

Honorable Board Members:

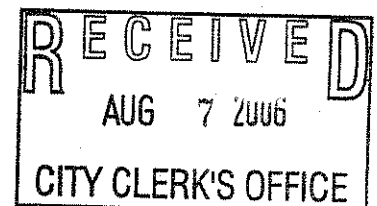
This to recommend the extension of the B-2 Zoning District to encompass the former Associated Grocer's Site, 725 Gold Street and an adjacent parcel. The proposed redevelopment of the Associated Grocers site into a new Home Depot store is projected to cost over \$21,000,000 and generate \$193,000 in new property tax revenue to the City annually. In addition the project will allow Home Depot to expand in the City of Manchester, rather than relocating out-of-town. The existing space leased by Home Depot is in great demand by quality national retailers and will be redeveloped in short order.

In addition GFI/Home Depot development venture is contributing \$4,000,000 to the Gold Street Improvement Project. This project will widen and/or bypass narrow portions of Gold Street and improve and signalize neighborhood street intersections resulting in improved traffic flow, increased safety, curbside visitor parking, sidewalks and landscaping. This improvement to Gold Street will enable the City to entertain additional retail zoning requests near the Associated Grocer/Home Depot site which could generate significant additional investment and new property tax revenue while reducing industrial traffic truck traffic in the area. Based on acreage and lot coverage projections, the City could realize as much as \$184,000 in additional new property tax revenue from future adjacent retail development. In addition, the City could negotiate to recover a portion of the City's Gold Street improvement costs from future developers.

The Gold Street site is adjacent to the growing and successful South Willow Street retail district in close proximity to residential neighborhoods. Industrial truck traffic is incompatible with consumer and neighborhood traffic automobile. In my recommendation that the highest and best use of this site is retail, not industrial.

Sincerely,

Paul J. Borek  
Economic Development Director



**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot 143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St. Augustin’s Cemetery

ought to pass.

*(Aldermen Duval, Lopez, Garrity, and Pinard recorded in favor; Alderman Gatsas opposed)*

IN BOARD OF MAYOR & ALDERMEN

DATE: September 5, 2006

ON MOTION OF ALD. Garrity

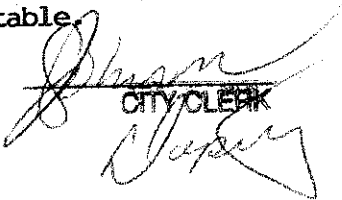
SECONDED BY ALD. Smith

VOTED TO table.

Respectfully submitted,



Clerk of Committee

  
CITY CLERK

# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery and being more particularly bounded and described as follows:

Beginning at a point at the centerline of Bradley Street at a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1), said point being on the zone boundary line of the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment;

Thence, westerly across the Right of Way of Bradley Street and continuing along the northerly boundary of said property of the Diocese of Manchester TM 691-143-1, said line also being the zone boundary line between the R-3 (Urban Multi-family) district and the R-1B (Single-family), prior to this amendment, approximately 1206 ft. to a point;

Said point being the end of the northerly boundary of the Diocese of Manchester TM 691-143-1, and at the intersection with the following properties: TM 691-143, TM 691-135, TM 691-136 and TM 691-15A;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 285.94 ft. to a point;

Thence, easterly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of 295.71 ft. to a point;

Thence, southerly along the boundary of property of the Diocese of Manchester TM 691-143-1 a distance of approximately 130 ft. to a point, said point being on the edge of the proposed Right of Way of the Gold Street Bypass;

Thence, easterly across the Right of Way of the Gold Street Bypass to the centerline of said Bypass a distance of approximately 30 feet to a point;

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# City of Manchester New Hampshire

*In the year Two Thousand and Six*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the R-3 (Urban Multi-family) zoning district to include property currently zoned R-1B (Single-family) located on a portion of Tax Map 691 Lot #143-1 that will be on the north side of a proposed Gold Street Bypass and adjacent to Bradley Street and the New St Augustin's Cemetery"

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

Thence, northeasterly and easterly along the centerline of the Right of Way of the Gold Street Bypass as extended to the centerline of Bradley Street a distance of approximately 1,017 feet to a point;

Thence northerly along the centerline of Bradley Street to a point opposite the property lines of New Beech Hill Development Company, LP (TM 691-15A) and the Diocese of Manchester (TM 691-143-1) a distance of approximately 324 feet to a point, said point also being the point of beginning.

Said description meaning to include a portion of property of the Diocese of Manchester (shown on a subdivision plan approved by the Planning Board on February 23, 2006 as TM 691-143-1) consisting of approximately 8.1 acres of private land, to be rezoned from the R-1B (Single-family) zoning district to the R-3 (Urban Multi-family) zoning district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.



Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

July 20, 2006

Honorable Board of Mayor and Aldermen  
City Hall  
One City Hall Plaza  
Manchester, New Hampshire 03101

*re: Rezoning of Diocese Property behind Gold Street*

Honorable Board Members:

This is to submit a request for rezoning for a portion of the Diocese Property adjacent to the proposed Gold Street Bypass from a single-family district (R-1B) to a multi-family district (R-3). The agreement that the Board recently acted upon called upon the City to initiate this rezoning. The Diocese has offered to donate the land necessary to create the new Gold Street Bypass as part of an overall plan to mitigate traffic in the area.

As this rezoning and the subsequent dedication of street area is necessary to complete the traffic improvements, it may be appropriate for the Board to time the final action on the rezoning of the Associated Grocers site with the rezoning of the Diocese property to insure that the creation of the Bypass is feasible.

From a technical standpoint, the Diocese rezoning is an extension of an existing multi-family zoning district and there are no other specific issues to preclude the rezoning to proceed to public hearing.

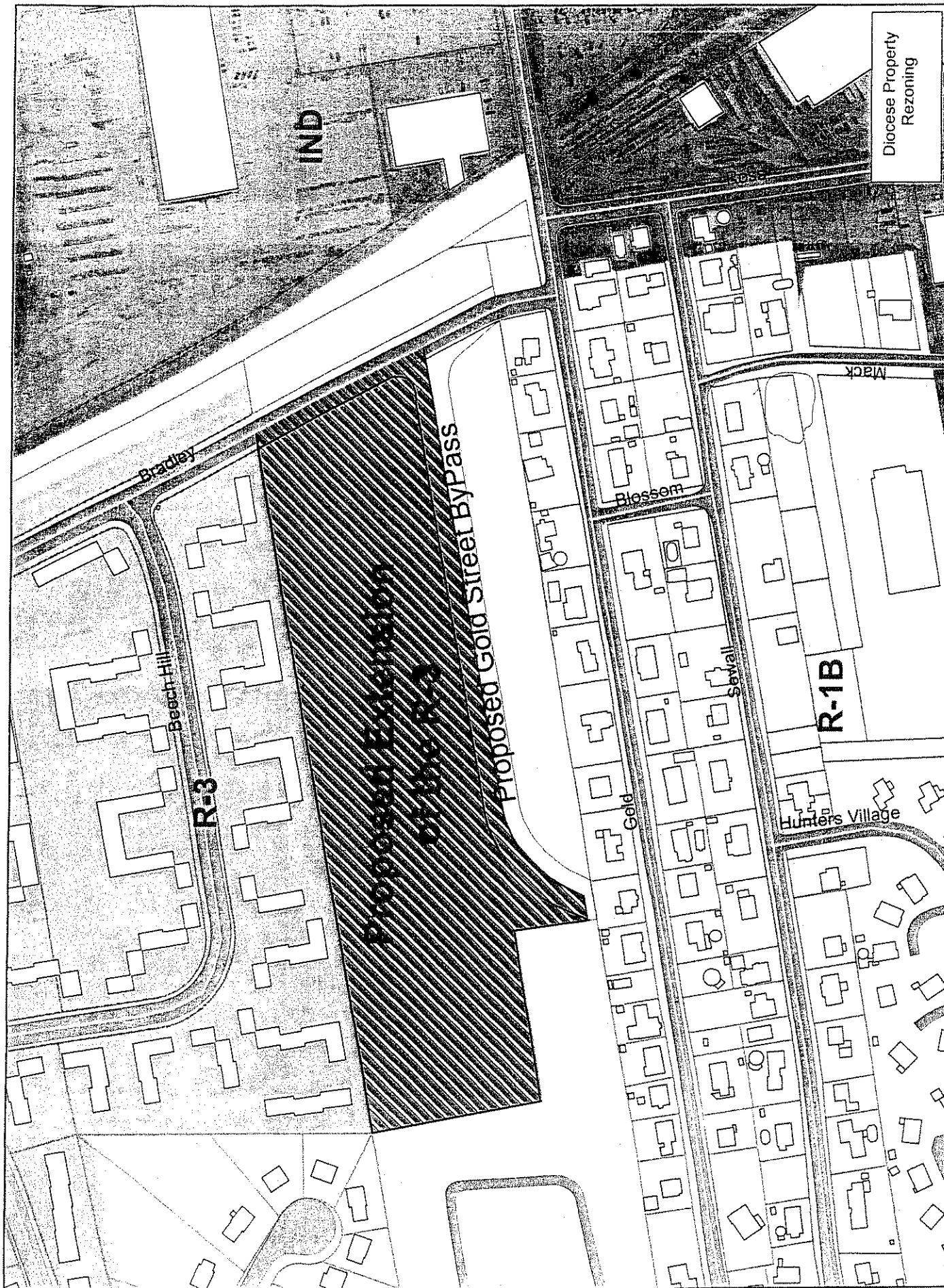
If you have any questions, I will be available at your next meeting.

Sincerely,

Robert S. MacKenzie, AICP  
Director of Planning & Community Development

C: Planning Board  
Building Department  
Brad Cook  
Tom Arnold  
Paul Borek

One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

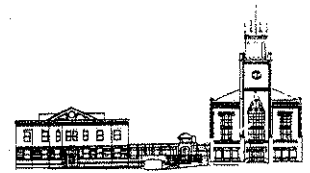






# CITY OF MANCHESTER

## Manchester Economic Development Office



August 3, 2006

Honorable Board of Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

RE: Proposed Amendment to Zoning Map – Diocese Property Behind Gold Street

Honorable Board Members:

This is to recommend that the R-3 Zoning be extended south to encompass a 9-acre parcel created by the Manchester Diocese donation of right-of-way for the proposed Gold Street Bypass. The remaining Diocese property, between the new Gold Street Bypass and existing single family homes will retain single family zoning allowing for a compatible buffer between existing homes and the proposed Bypass.

By donating the requested right-of-way, the Manchester Diocese enabled the City of Manchester, with the generous assistance of Home Depot, to solve a decades old traffic problem in the Gold Street neighborhood. Without the Diocese donation of right-of-way, further redevelopment of the Gold Street would be prohibited. Doing so allows Home Depot to expand, create new property tax revenue and allows other retailers to expand in or relocate to adjacent parcels the City of Manchester.

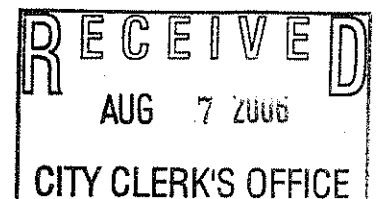
The Global Economic Development Strategy prepared by AngelouEconomics recommends that the City of Manchester “promote diverse housing that is affordable for local workers”, noting the following excerpt from the National League of Cities (<http://www.nlc.org>):

*Local governments are responsible to their residents for maintaining communities where their people can live, work, enjoy recreational activities, and access services. Affordable housing, comprehensive community development, and well-planned and coordinated land use foster communities that are vibrant, diverse and sustainable. Further, these are critical components to the economic vitality of communities and local economic regions for creating jobs and increasing municipal tax base.*

While this parcel is being considered for market rate development, Manchester’s growing employee base in The Millyard, Downtown and throughout the City includes skilled technology and financial service professionals who need housing appropriate to their desires, lifestyle and budgets. New Hampshire business leaders and demographic experts have articulated concerns about maintaining sufficient housing availability for the demand of a growing business economy. The requested rezoning helps to address the need for housing to accommodate the growing Manchester employment base. For these reasons, your approval of this request is recommended.

Sincerely,

Paul J. Borek  
Economic Development Director



One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6505 Fax (603) 624-6308  
E-mail: [econdev@ci.manchester.nh.us](mailto:econdev@ci.manchester.nh.us) [www.ci.manchester.nh.us](http://www.ci.manchester.nh.us)

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To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has requested staff to prepare documents to provide that the City agree to extend the term on the 2<sup>nd</sup> mortgage relating to Lowell Terrace Associates property located at the northwest corner of Lowell and Chestnut Streets to coincide with the expiration of the existing first mortgage in 2013.

*(Unanimous vote)*

IN BOARD OF MAYOR & ALDERMEN

DATE: May 15, 2007

ON MOTION OF ALD. Forest

SECONDED BY ALD. Shea

VOTED TO table.

*L. N. Bernier*  
**CITY CLERK**

Respectfully submitted,

*L. N. Bernier*

Clerk of Committee

8-24-06 Tabled  
10-23-06 Remained  
Tabled



**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
Phone: (603) 624-6460  
Fax: (603) 624-6549

August 9, 2006

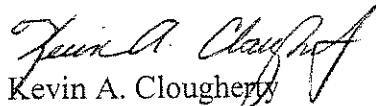
Alderman Michael Garrity  
C/O Mr. Leo Bernier  
City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Alderman Garrity,

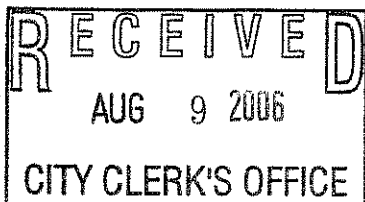
Attached is a copy of correspondence from Lowell Terrace Associates proposing a mortgage/debt consolidation for the property on the northwest corner of Lowell and Chestnut Streets. This is the item that I spoke to you about last week. With your permission, I would like to have the item discussed at the next CIP Committee meeting.

The proposal from the partnership has already been reviewed by the City Solicitor, Economic Development Director, and the Mayor's Office. Please feel free to contact me with any questions.

Sincerely,

  
Kevin A. Clougherty  
Finance Officer

C: Thomas Clark  
Paul Borek  
Randy Sherman  
Mayor Frank Guinta  
Ken Edwards, MHRA  
Peter Morgan, Property Services  
Tom Musgrave, William Steele Associates



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**WILLIAM STEELE & ASSOCIATES, P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

40 STARK STREET

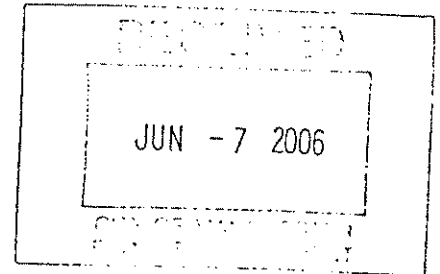
MANCHESTER, NEW HAMPSHIRE 03101

OFFICE 603-622-8881

FAX 603-647-4520

June 6, 2006

Mr. Kevin Clougherty, Finance Director  
City of Manchester  
One City Hall Plaza East  
Manchester, NH 03101



RE: Lowell Terrace Associates

Dear Kevin:

Thank you for arranging the meeting on May 4, 2006. The meeting and subsequent telephone call the week of the 22<sup>nd</sup> was helpful. I believe we have reached some meaningful preliminary agreements concerning the terms of the original Promissory Note (Note) and subsequent amendment and modifications that will allow us to resolve the remaining issues to our mutual satisfaction.

Based on our discussions, it is my understanding that Lowell Terrace Associates (LTA) and the Manchester Housing Authority (City) agree on the following.

First, the \$1,250,000 portion of the Note is not due at this time. LTA and the City agree that the 1994 Promissory Note Amendment and subsequent modifications have extended the due date of the \$1,250,000 portion of the Note to July 1, 2013. The principal balance outstanding on this portion of the loan was \$559,811 as of December 31, 2005. Based on continuing monthly payments of \$6,885.71, this portion of the loan will be paid in full on July 1, 2013.

Second, the \$250,000 portion of the Note is due. As you know, this \$250,000 portion of the original loan has all of the characteristics of a fifty percent (50%) equity interest in the partnership. These characteristics will be described in more detail in the paragraphs that follow. The City has asked LTA to make a proposal concerning the amount of the pay off.

LTA is prepared to make the City an offer to settle the \$250,000 portion of the original loan and, once the City has reviewed and accepted the proposal, LTA will immediately seek replacement financing to pay off the City.

The original Note terms relating to the \$250,000 portion of the loan have all of the characteristics of a 50% equity interest in the partnership. Section 4 of the Note contains these provisions.

Section 4.a) of the Note describes LTA's obligation to pay interest to the City equal to 50% of the project's cash flow. In this regard, whenever LTA has made cash distributions of accumulated cash flow to its partners, a corresponding and equal cash payment has been made to the City. In connection with its settlement proposal, LTA is prepared to pay to the City 50% of the cash in its accounts, excluding cash held by LTA representing tenant deposits.

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Mr. Kevin Clougherty, Finance Director

June 6, 2006

Page 2

Section 4.b) of the Note describes LTA's obligation on the twentieth anniversary date of the loan. There has been some disagreement and or misunderstanding concerning this particular provision of the loan. The City, as I understand it, feels that it would be inappropriate to reduce its entitlement under Section 4.b) of the Note by the balance outstanding on the \$1,250,000 portion of the loan. LTA maintains that the balance outstanding on the \$1,250,000 portion of the loan must be taken into account when calculating the City's entitlement. If the outstanding balance on the \$1,250,000 portion of the loan were not taken into account, the City would receive a payment exceeding the value of its 50% equity interest in the project.

Neither party expected an outstanding balance on the \$1,250,000 portion of the loan when the balloon payment due date provision for the \$250,000 portion of the loan was drafted in 1984. However, due to economic circumstances beyond the control of LTA and the City, the project was not able to service its debt and fell behind on its property taxes. Rather than assert its rights as a lien holder entitled to the delinquent property taxes, or assert its rights as the holder of the Note (which was headed into default), the City agreed to certain modifications of the Note in lieu of initiating action to take possession of the partnership's property. I submit to you that the City's actions were well reasoned and were motivated, in principal part, by the desire to protect its right to repayment of the entire outstanding balance of the loan (a balance exceeding \$1,217,000 at the time). It is not inconceivable that the City could have lost hundreds of thousands of dollars had it chosen to take possession of the property in 1994. Instead, the City acted in a manner that was both prudent and in its best interests as a lender and owner of 50% of the partnership equity. The City's actions also allowed the partners of LTA an opportunity to salvage their own 50% equity interest.

In LTA's opinion, the City's balloon payment entitlement on the \$250,000 portion of the original Note must take into account the balance outstanding on the \$1,250,000 portion of the Note. If the City's entitlement were calculated in any other manner, it would contradict the business deal between LTA and the City wherein the City was awarded a 50% equity interest in the project for its \$250,000 loan.

LTA's proposal to pay off the \$250,000 portion of the loan has been determined by treating the City as a 50% equity owner in the partnership. More specifically, the attached calculations estimate the City's balloon payment entitlement under Section 4.b) of the Note by projecting the net cash proceeds available to the partnership assuming a hypothetical sale of the property on August 1, 2006, followed by a distribution of the partnership's net assets in liquidation of the partnership.

The following assumptions are integral parts of the attached calculations.

1. The market value of the property is equal to its assessed value of \$1,255,800.
2. The outstanding principal balance on the \$1,250,000 portion of the loan is \$515,536 on August 1, 2006.

Mr. Kevin Clougherty, Finance Director  
June 6, 2006  
Page 3

3. A 4% commission would be paid to a third-party broker to facilitate the sale.
4. A New Hampshire real estate transfer tax equal to .75% of the market value would be payable.
5. A New Hampshire Business Profits Tax equal to 8.5% of the gain recognized on sale would be payable.
6. There will be approximately \$150,000 of cash or marketable securities in the partnership's accounts on August 1, 2006.

Based upon the assumptions listed above, LTA estimates the City's entitlement on the \$250,000 portion of the original loan to be \$367,065.

After you have had an opportunity to review this proposal and discuss it with other interested parties, please call me and let me know how you would like to proceed.

Very truly yours,

WILLIAM STEELE & ASSOCIATES, P.C.

*Tom Musgrave*

Thomas W. Musgrave, CPA

Enclosure

cc: Richard W. Hale w/enclosure  
Peter A. Morgan w/enclosure

LOWELL TERRACE ASSOCIATES  
HYPOTHETICAL SALE AND LIQUIDATION ANALYSIS  
AS OF AUGUST 1, 2006

PROJECTED CASH AVAILABLE UPON LIQUIDATION

Estimated Cash and Value of Marketable Securities	150,000
Net Sale Proceeds - See Below	<u>1,196,150</u>
Estimated Cash Balance and Marketable Securities Value	1,346,150
Projected NH Business Profits Tax	(96,484)
Payoff Balance on \$1,250,000 Portion of Loan	<u>(515,536)</u>
Net Cash Available for Distribution	734,129
City's Equity Interest	<u>50.0%</u>
City's Equity Entitlement	<u><u>367,065</u></u>

HYPOTHETICAL SALE OF PROPERTY

Gross Sale Proceeds	1,255,800	Based on Assessed Value
Third-Party Commission @ 4%	(50,232)	
Real Estate Transfer Tax	<u>(9,419)</u>	.75% x 1,255,800
Net Sale Proceeds	1,196,150	
Adjusted Tax Basis of Property	<u>(61,040)</u>	
Projected Gain on Sale of Property	1,135,110	
NH Business Profits Tax Rate	<u>8.5%</u>	
Projected NH Business Profits Tax	<u><u>96,484</u></u>	

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May 3, 2007

Mr. Randy Sherman  
Assistant Finance Director  
Finance Department  
One City Hall Plaza East  
Manchester, NH 03101

**Re: Lowell Terrace Associates**

Dear Randy:

It was good to meet with you and the other key City department heads on Monday, April 30<sup>th</sup> in preparation of the Community Improvement Plan (CIP) Committee meeting scheduled for May 8<sup>th</sup>. I have again reviewed Tom Musgrave's letter of June 6, 2006, which outlines the history of this project and our proposal last summer.

We now have two (2) major concerns:

1. The treatment of the existing balance of the City's 1<sup>st</sup> mortgage in determining the equity in the project.
2. The current market value of the building. We are contesting the 2006 revaluation.

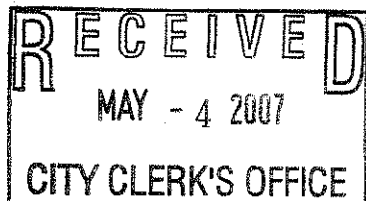
We were and are partners in saving a significant building in Manchester. We have worked closely together for over twenty-three (23) years in restoring and subsequently operating the property through good times and bad. We need to look at the deal itself and move forward to clarify the standing and term of the 2<sup>nd</sup> mortgage piece of our arrangement. There are only two (2) issues.

I look forward to meeting with the Committee on May 8<sup>th</sup>.

Sincerely yours,

*Peter A. Morgan*

Peter A. Morgan  
Managing Partner  
Lowell Terrace Associates



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### Suggested Ways Forward

1. City agrees to extend term on 2<sup>nd</sup> mortgage to July 1, 2013, concurrent with the extension of the existing 1<sup>st</sup> mortgage.
2. City demands payment of the 2<sup>nd</sup> mortgage valued at one-half (1/2) the fair market value of the building without consideration that the 1<sup>st</sup> mortgage is still in place. (Current balance of 1<sup>st</sup> mortgage as of April 30, 2007 is \$470,367.12.)
  - a. The loan will fall into default as the Lowell Terrace partners do not concur on the method of valuing the 2<sup>nd</sup> mortgage.
  - b. The default provisions in the original note clearly provide the method of valuing the 2<sup>nd</sup> mortgage in the event of a default. The remaining balance of the 1<sup>st</sup> mortgage is deducted from the fair market value to establish the value to be paid to retire the 2<sup>nd</sup> mortgage.
3. City agrees that the existing balance of the 1<sup>st</sup> mortgage affects the current value of the 2<sup>nd</sup> mortgage.
  - a. We jointly agree to establish the current fair market value of the property.
  - b. The Lowell Terrace partners will proceed to arrange 3<sup>rd</sup> party financing and within ninety (90) days of 3.a. will pay off the 2<sup>nd</sup> mortgage.




**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
(603) 624-6460  
(603) 624-6549 Fax

---

## MEMORANDUM

---

**Date:** May 30, 2007  
**To:** Board of Mayor and Aldermen  
**From:** William Sanders   
**RE:** Lowell Terrace Requests

---

Attached in response to questions and requests at the May 15 BMA meeting are the following documents related to the Lowell Terrace project.

1. The audited partnership financial statements for the years ended June 30, 2006 and June 30, 2005.
2. A four page schedule detailing from inception payments on the \$1,250,000 first mortgage.
3. A summary of interest payments received on the \$250,000 second mortgage.
4. A current amortization schedule through July 2013 for the first mortgage.
5. A copy of Randy Sherman's draft letter of September 18, 2001 regarding Lowell Terrace. This draft letter was referenced at the May 15, 2007 BMA meeting.

We have requested a certificate of insurance and expect to have copies available at the meeting.

**LOWELL TERRACE ASSOCIATES**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED  
DECEMBER 31, 2006 AND 2005**

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Statements of Revenue and Expenses – Income Tax Basis	3 – 4
Statements of Changes in Partners' Capital – Income Tax Basis	5
Statements of Cash Flows - Income Tax Basis	6
Notes to Financial Statements	7 – 9

**WILLIAM STEELE & ASSOCIATES, P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

40 STARK STREET

MANCHESTER, NEW HAMPSHIRE 03101

OFFICE 603-622-8881

FAX 603-647-4520

To the Partners  
Lowell Terrace Associates  
Manchester, New Hampshire

We have compiled the accompanying statements of assets, liabilities and capital - income tax basis of Lowell Terrace Associates (a partnership) as of December 31, 2006 and 2005, and the related statements of revenue and expenses, partners' capital and cash flows - income tax basis for the years then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them.

*William Steele & Associates, P.C.*

Manchester, New Hampshire  
May 18, 2007

**LOWELL TERRACE ASSOCIATES**  
**STATEMENTS OF ASSETS, LIABILITIES AND PARTNERS' CAPITAL -**  
**INCOME TAX BASIS**  
**DECEMBER 31, 2006 AND 2005**

**ASSETS**

	<u>2006</u>	<u>2005</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 108,715	\$ 116,665
Cash - security deposits	14,029	16,791
Due from Metropolis	3,302	-
	<hr/>	<hr/>
<b>TOTAL CURRENT ASSETS</b>	126,046	133,456
	<hr/>	<hr/>
<b>PROPERTY AND EQUIPMENT</b>		
Land	50,000	50,000
Building and improvements	1,782,305	1,776,108
Furniture and fixtures	21,429	21,429
	<hr/>	<hr/>
	1,853,734	1,847,537
Less: accumulated depreciation	(1,790,565)	(1,786,497)
	<hr/>	<hr/>
<b>NET PROPERTY AND EQUIPMENT</b>	63,169	61,040
	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<u>\$ 189,215</u>	<u>\$ 194,496</u>

**LIABILITIES AND PARTNERS' CAPITAL**

<b>CURRENT LIABILITIES</b>		
Security deposits payable	\$ 14,209	\$ 16,971
Current portion of notes payable	318,777	316,747
	<hr/>	<hr/>
<b>TOTAL CURRENT LIABILITIES</b>	332,986	333,718
	<hr/>	<hr/>
<b>LONG-TERM LIABILITIES</b>		
Notes payable, net of current portion	602,764	671,541
	<hr/>	<hr/>
<b>TOTAL LIABILITIES</b>	935,750	1,005,259
	<hr/>	<hr/>
<b>PARTNERS' CAPITAL (DEFICIT)</b>	(746,535)	(810,763)
	<hr/>	<hr/>
<b>TOTAL LIABILITIES AND PARTNERS' CAPITAL</b>	<u>\$ 189,215</u>	<u>\$ 194,496</u>

See Accountants' Compilation Report and Notes to Financial Statements

**LOWELL TERRACE ASSOCIATES**  
**STATEMENTS OF REVENUE AND EXPENSES -**  
**INCOME TAX BASIS**  
**FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

	<u>2006</u>	<u>2005</u>
REVENUE		
Rental income	\$ 267,603	\$ 274,258
Other income	<u>2,231</u>	<u>2,174</u>
TOTAL REVENUE	<u>269,834</u>	<u>276,432</u>
OPERATING EXPENSES		
Real estate taxes	38,300	35,614
Gas	34,893	25,623
Repairs and maintenance	22,640	13,073
Management fees	20,604	18,449
Interest	15,882	29,852
Electricity	12,116	10,046
Insurance	10,038	9,540
Water and sewer	9,303	11,758
Accounting fees	9,261	3,075
Janitorial service	6,351	8,861
Exterminator	4,305	2,600
Depreciation	4,068	4,058
Supplies	3,883	3,171
Fire alarm	2,680	2,659
Waste disposal	2,160	2,160
Filing fee	1,315	-
Bank charges	1,279	1,480
General partner fees	1,200	1,200
Legal fees	1,156	-
Appliances	898	-
Central business district tax	828	804
Rental equipment	571	-
Grounds maintenance	475	1,620
Advertising	461	752
Telephone	375	317
Entertainment	240	67
Rental incentive plan fee	100	-
Foreign tax expense	38	13
Amortization	<u>-</u>	<u>2,250</u>
TOTAL OPERATING EXPENSES	<u>\$ 205,420</u>	<u>\$ 189,042</u>

See Accountants' Compilation Report and Notes to Financial Statements

**LOWELL TERRACE ASSOCIATES**  
**STATEMENTS OF REVENUE AND EXPENSES -**  
**INCOME TAX BASIS**  
**FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

	<u>2006</u>	<u>2005</u>
INCOME FROM OPERATIONS	64,414	87,390
INTEREST AND DIVIDEND INCOME	2,266	2,842
GAIN ON SALE OF SECURITIES	<u>2,640</u>	<u>-</u>
INCOME BEFORE STATE TAXES	69,320	90,232
STATE TAXES PAID	<u>(5,092)</u>	<u>(11,298)</u>
NET INCOME	<u><u>\$ 64,228</u></u>	<u><u>\$ 78,934</u></u>

See Accountants' Compilation Report and Notes to Financial Statements



**LOWELL TERRACE ASSOCIATES**  
**STATEMENTS OF CHANGES IN PARTNERS' CAPITAL (DEFICIENCY) -**  
**INCOME TAX BASIS**  
**FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

BALANCE, December 31, 2004	\$ (847,697)
Net Income	78,934
Cash Distributions to Partners	<u>(42,000)</u>
BALANCE, December 31, 2005	(810,763)
Net Income	64,228
Cash Distributions to Partners	<u>-</u>
BALANCE, December 31, 2006	<u><u>\$ (746,535)</u></u>

See Accountants' Compilation Report and Notes to Financial Statements

**LOWELL TERRACE ASSOCIATES**  
**STATEMENTS OF CASH FLOWS -**  
**INCOME TAX BASIS**  
**FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

	<u>2006</u>	<u>2005</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Net Income	\$ 64,228	\$ 78,934
Adjustments to reconcile net income to net cash from operations:		
Depreciation	4,068	4,058
Amortization	-	2,250
Increase (decrease) in assets and liabilities:		
Security deposits payable	(2,762)	(1,850)
Due from Metropolis	(3,302)	-
	<u>62,232</u>	<u>83,392</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Purchase of new equipment and improvements	(6,197)	(1,118)
Principal payments on notes payable	(66,747)	(64,777)
Cash distributions to partners	-	(42,000)
	<u>(72,944)</u>	<u>(107,895)</u>
<b>NET CASH USED BY FINANCING ACTIVITIES</b>		
<b>NET DECREASE IN CASH</b>	(10,712)	(24,503)
<b>CASH, BEGINNING OF YEAR</b>	<u>133,456</u>	<u>157,959</u>
<b>CASH, END OF YEAR</b>	<u>\$ 122,744</u>	<u>\$ 133,456</u>

**SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION**

	<u>2006</u>	<u>2005</u>
Cash paid during the year for:		
Interest	\$ 15,882	\$ 29,852
State Taxes, net of refunds	\$ 5,092	\$ 11,298

See Accountants' Compilation Report and Notes to Financial Statements

**LOWELL TERRACE ASSOCIATES  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

**NOTE 1. THE PARTNERSHIP**

Lowell Terrace Associates is a New Hampshire general partnership formed on September 1, 1984 for the purpose of managing and investing in real estate for its own purposes or on behalf of others. During 1986, the Partnership, through a related party (See Note 5), completed the construction of a 63-unit low-income housing project in Manchester, New Hampshire. Occupancy in units of the project includes leases whose rent levels conform to the Section 8 Existing Program offered by the United States Department of Housing and Urban Development. This project is presently the Partnership's only investment.

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of Presentation

The Partnership's policy is to prepare its financial statements on the accounting basis used for income tax purposes, generally on the basis of cash receipts and disbursements. On such basis, the financial statements do not include rents accrued or uncollected, or accounts payable for services billed but unpaid and other accrued liabilities. These policies differ from generally accepted accounting principles whereby income and the related assets are recognized when earned and certain expenses are recognized when the related obligations are incurred.

Depreciation

Depreciation is computed using straight-line and accelerated methods over lives ranging from five to twenty-eight years.

Deferred Costs

Financing fees have been amortized over the term (20 years) of the underlying indebtedness to which it relates.

Income Taxes

Lowell Terrace Associates is treated as a Partnership for federal income tax purposes and does not incur federal income taxes. Instead, the Partnership's profits and losses are reported in the individual partners' tax return. The Partnership is liable for state income taxes and state business taxes. When state taxes are paid by the Partnership, such taxes are reflected in the partners' distributive share of income or loss.

Concentration of Credit Risk

The Partnership occasionally maintains deposits in excess of Federally insured limits. Statements of Financial Accounting Standards No. 105 identifies these items as a concentration of credit risk requiring disclosure regardless of the degree of risk. The risk is managed by maintaining all deposits in high quality financial institutions.

**LOWELL TERRACE ASSOCIATES**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

**NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

Use of Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

Reclassifications

Certain amounts in the December 31, 2005 financial statements have been reclassified to conform to the December 31, 2006 presentation.

**NOTE 3. NOTES PAYABLE**

Notes payable at December 31, 2006 and 2005 consist of the following:

	<u>2006</u>	<u>2005</u>
\$1,500,000 Promissory Note dated December 1984, (as amended and modified) with the following terms and conditions:		
\$1,250,000 of the Promissory Note bears interest at 3%; payable in monthly installments of \$6,886; matures July 2013. The note is secured by a first mortgage on the project and the personal guarantees of the partners.	\$ 493,064	\$ 559,811
\$250,000 of the Promissory Note requires annual interest payments commencing in 1987 equal to 50% of the net cash flows of the project, as defined; a balloon payment of principal and interest is due under the terms of the original note 20 years after completion of construction equal to one-half (1/2) of the fair market value of the property at that date. The note is secured by a first mortgage on the project and the personal guarantees of the partners. Interest payments of \$12,000 were made in 2005.	250,000	250,000
Note payable to a partner; principal due on demand, interest at 10.5% per annum; collateralized by a mortgage on the project. No payments were made on this note during 2006 and 2005.	80,000	80,000

**LOWELL TERRACE ASSOCIATES**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEARS ENDED DECEMBER 31, 2006 AND 2005**

**NOTE 3. NOTES PAYABLE (continued)**

	<u>2006</u>	<u>2005</u>
Other unsecured notes payable due to affiliated entities and partners of the Partnership, with no repayment terms or rates of interest specified.	<u>\$ 98,477</u>	<u>\$ 98,477</u>
	921,541	988,288
Less: current portion due within one year	<u>(318,777)</u>	<u>(316,747)</u>
	<u>\$ 602,764</u>	<u>\$ 671,541</u>

The aggregate amount of future principal payments on partnership debt at December 31, 2006 are as follows:

Year Ending December 31,	
2007	\$318,777
2008	70,869
2009	73,025
2010	75,246
2011	77,534
2012 and thereafter	<u>306,090</u>
Total	<u>\$921,541</u>

**NOTE 4. RELATED PARTY TRANSACTIONS**

The Partnership receives property management services (for a management fee determined at 7% of rental income) from a related entity. The Partnership paid \$1,200 during 2006 and 2005 to an entity controlled by one of the partners for extraordinary general partner services. In addition, as discussed in Note 3, the Partnership is obligated to the partners and various other related parties in the amount of \$178,477 at December 31, 2006 and 2005.

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**Lowell Terrace**  
**Payments on \$1,250,000**  
**First Mortgage**

NUMBER	DATE PAID	AMOUNT PAID
1	5/17/89	7,829.69
2	6/6/89	7,829.69
3	7/17/89	7,829.69
4	8/10/89	7,829.69
5	9/13/89	7,829.69
6	11/22/89	7,829.69
7	11/22/89	7,829.69
8	12/13/89	7,829.69
9	1/17/90	7,829.69
10	2/15/90	7,829.69
11	3/15/89	7,829.69
12	4/18/90	7,829.69
13	5/14/90	7,829.69
14	6/14/90	7,829.69
15	7/17/90	7,829.69
16	8/20/90	7,829.69
17	9/12/90	7,829.69
18	10/26/90	7,829.69
19	11/19/90	7,829.69
20	12/24/90	7,829.69
21	1/15/91	7,829.69
22	2/21/91	7,829.69
23	3/14/91	7,829.69
24	4/15/91	7,829.69
25	5/20/91	7,829.69
26	6/13/91	7,829.69
27	7/30/91	7,829.69
28	8/15/91	7,829.69
29	9/16/91	7,829.69
30	10/21/91	7,829.69
31	11/18/91	7,829.69
32	12/13/91	7,829.69
33	1/15/92	7,829.69
34	2/19/92	7,829.69
35	3/6/92	7,829.69
36	4/16/92	7,829.69
37	5/14/92	7,829.69
38	6/15/92	7,829.69
39	7/31/92	7,829.69
40	8/12/92	7,829.69
41	8/19/92	7,829.69
42	9/22/92	7,829.69
43	10/13/92	7,829.69
44	11/17/92	7,829.69
45	12/11/92	7,829.69
46	1/12/93	7,829.69
47	2/11/93	7,829.69
48	3/11/93	7,829.69
49	4/13/93	7,829.69
50	5/11/93	7,829.69

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51	6/11/93	7,829.69
52	7/14/93	7,829.69
53	8/9/93	7,829.69
54	9/9/93	7,829.69
55	10/14/93	7,829.69
56	11/19/93	7,829.69
57	12/13/93	7,829.69
58	1/6/94	7,829.69
59	2/16/94	7,829.69
60	3/11/94	7,829.69
61	4/13/94	7,829.69
62	5/25/94	7,829.69
63	6/30/94	7,829.69
64	8/15/94	7,829.69
65	10/14/94	7,829.69
66	10/14/94	7,829.69
67	11/28/94	7,829.69
68	12/29/94	7,829.69
69	1/31/95	7,829.69
70	4/10/95	2,500.00
71	5/9/95	2,500.00
72	6/15/95	2,500.00
73	7/15/95	2,500.00
74	8/15/95	2,500.00
75	9/14/95	2,500.00
76	10/20/95	2,500.00
77	11/20/95	2,500.00
78	12/26/95	2,500.00
79	1/19/96	2,500.00
80	2/20/96	2,500.00
81	3/18/96	2,500.00
82	4/18/96	2,500.00
83	5/13/96	2,500.00
84	6/11/96	2,500.00
85	7/12/96	2,500.00
86	8/15/96	2,500.00
87	9/13/96	2,500.00
88	10/96	2,500.00
89	11/19/96	2,500.00
90	12/10/96	2,500.00
91	1/24/97	2,500.00
92	3/17/97	2,500.00
93	4/15/97	2,500.00
94	5/16/97	2,500.00
95	06/19/97	2,500.00
96	07/21/97	2,500.00
97	8/19/97	2,500.00
98	09/23/97	2,500.00
99	10/16/97	2,500.00
100	11/20/97	2,500.00
101	12/12/97	2,500.00
102	1/26/98	2,500.00
103	2/18/98	2,500.00
104	3/17/98	2,500.00
105	4/16/98	2,500.00
106	5/13/98	2,500.00
107	6/16/98	2,500.00
108	8/7/98	6,885.71

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109	9/3/98	6,885.71
110	copy of check not made	6,885.71
111	11/6/98	6,885.71
112	12/3/98	6,885.71
113	1/5/99	6,885.71
114	2/8/99	6,885.71
115	3/8/99	6,885.71
116	4/08/99	6,885.71
117	5/17/99	6,885.71
118	6/30/99	6,885.71
119	7/6/99	6,885.71
120	8/3/99	6,885.71
121	9/2/99	6,885.71
122	10/5/99	6,885.71
123	11/4/99	6,885.71
124	12/2/99	6,885.71
125	1/6/00	6,885.71
126	2/3/0	6,885.71
127	3/1/00	6,885.71
128	4/6/00	6,885.71
129	5/4/00	6,885.71
130	6/1/00	6,885.71
131	7/6/00	6,885.71
132	8/8/00	6,885.71
133	9/7/00	6,885.71
134	10/5/00	6,885.71
135	10/2/00	6,885.71
136	12/5/00	6,885.71
137	01/05/01	6,885.71
138	02/07/01	6,885.71
139	03/12/01	6,885.71
140	4/6/01	6,885.71
141	05/07/01	6,885.71
142	06/06/01	6,885.71
143	07/10/01	6,885.71
144	08/02/01	6,885.71
145	09/06/01	6,885.71
146	10/04/01	6,885.71
147	11/02/01	6,885.71
148	12/6/01	6,885.71
149	1/3/02	6,885.71
150	2/7/02	6,885.71
151	3/14/02	6,885.71
152	4/4/02	6,885.71
153	5/9/02	6,885.71
154	6/6/02	6,885.71
155	07/02/02	6,885.71
156	08/02/02	6,885.71
157	9/5/02	6,885.71
158	10/03/02	6,885.71
159	11/4/02	6,885.71
160	12/05/02	6,885.71
161	01/02/03	6,885.71
162	02/06/03	6,885.71
163	3/6/03	6,885.71
164	4/10/03	6,885.71
165	5/8/03	6,885.71
166	6/5/03	6,885.71

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167	7/3/03	6,885.71
168	08/07/03	6,885.71
169	9/7/03	6,885.71
170	10/02/03	6,885.71
171	11/07/03	6,885.71
172	12/5/03	6,885.71
173	01/08/04	6,885.71
174	2/5/04	6,885.71
175	3/4/04	6,885.71
176	4/1/04	6,885.71
177	5/6/04	6,885.71
178	6/3/04	6,885.71
179	7/9/04	6,885.71
180	8/5/04	6,885.71
181	9/2/04	6,885.71
182	10/7/04	6,885.71
183	11/4/04	6,885.71
184	12/2/04	6,885.71
185	1/6/05	6,885.71
186	2/3/05	6,885.71
187	03/05/05	6,885.71
188	4/7/05	6,885.71
189	5/5/05	6,885.71
190	6/2/05	6,885.71
191	7/7/05	6,885.71
192	8/4/05	6,885.71
193	9/1/05	6,885.71
194	10/6/05	6,885.71
195	11/4/05	6,885.71
196	12/2/05	6,885.71
197	1/6/06	6,885.71
198	2/2/06	6,885.71
199	3/3/06	6,885.71
200	4/6/06	6,885.71
201	5/4/06	6,885.71
202	6/1/06	6,885.71
203	7/7/06	6,885.71
204	8/4/06	6,885.71
205	9/7/06	6,885.71
206	10/5/06	6,885.71
207	11/1/06	6,885.71
208	12/8/06	6,885.71
209	1/2/07	6,885.71
210	2/1/07	6,885.71
211	3/9/07	6,885.71
212	4/5/07	6,885.71
Total		\$1,351,362.45
Total Interest		\$571,730.05
Total Principal		\$779,632.40
Total Paid		\$1,351,362.45

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Lowell Terrace

Interest Payments on \$250,000 Second Mortgage

Fiscal Year	Amount
2007	0
2006	12,000
2005	30,000
2004	25,000
2003	90,000
2001	35,293
Total Received	\$192,293

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5/30/07

<b>CDBG PROGRAM INCOME</b>				Principal Amount	\$ 997,087.76
<b>LOWELL TERRACE</b>				Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
<b>#</b>	<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>	<b>Balance</b>
					\$ 997,087.76
1	Aug-98	\$6,885.71	\$ 2,492.72	\$ 4,392.99	\$ 992,694.77
2	Sep-98	\$6,885.71	\$ 2,481.74	\$ 4,403.97	\$ 988,290.81
3	Oct-98	\$6,885.71	\$ 2,470.73	\$ 4,414.98	\$ 983,875.83
4	Nov-98	\$6,885.71	\$ 2,459.69	\$ 4,426.02	\$ 979,449.81
5	Dec-98	\$6,885.71	\$ 2,448.62	\$ 4,437.08	\$ 975,012.73
6	Jan-99	\$6,885.71	\$ 2,437.53	\$ 4,448.17	\$ 970,564.56
7	Feb-99	\$6,885.71	\$ 2,426.41	\$ 4,459.29	\$ 966,105.27
8	Mar-99	\$6,885.71	\$ 2,415.26	\$ 4,470.44	\$ 961,634.82
9	Apr-99	\$6,885.71	\$ 2,404.09	\$ 4,481.62	\$ 957,153.21
10	May-99	\$6,885.71	\$ 2,392.88	\$ 4,492.82	\$ 952,660.38
11	Jun-99	\$6,885.71	\$ 2,381.65	\$ 4,504.05	\$ 948,156.33
12	Jul-99	\$6,885.71	\$ 2,370.39	\$ 4,515.31	\$ 943,641.02
13	Aug-99	\$6,885.71	\$ 2,359.10	\$ 4,526.60	\$ 939,114.41
14	Sep-99	\$6,885.71	\$ 2,347.79	\$ 4,537.92	\$ 934,576.49
15	Oct-99	\$6,885.71	\$ 2,336.44	\$ 4,549.26	\$ 930,027.23
16	Nov-99	\$6,885.71	\$ 2,325.07	\$ 4,560.64	\$ 925,466.59
17	Dec-99	\$6,885.71	\$ 2,313.67	\$ 4,572.04	\$ 920,894.55
18	Jan-00	\$6,885.71	\$ 2,302.24	\$ 4,583.47	\$ 916,311.09
19	Feb-00	\$6,885.71	\$ 2,290.78	\$ 4,594.93	\$ 911,716.16
20	Mar-00	\$6,885.71	\$ 2,279.29	\$ 4,606.41	\$ 907,109.74
21	Apr-00	\$6,885.71	\$ 2,267.77	\$ 4,617.93	\$ 902,491.81
22	May-00	\$6,885.71	\$ 2,256.23	\$ 4,629.48	\$ 897,862.34
23	Jun-00	\$6,885.71	\$ 2,244.66	\$ 4,641.05	\$ 893,221.29
24	Jul-00	\$6,885.71	\$ 2,233.05	\$ 4,652.65	\$ 888,568.64
25	Aug-00	\$6,885.71	\$ 2,221.42	\$ 4,664.28	\$ 883,904.35
26	Sep-00	\$6,885.71	\$ 2,209.76	\$ 4,675.94	\$ 879,228.41
27	Oct-00	\$6,885.71	\$ 2,198.07	\$ 4,687.63	\$ 874,540.78
28	Nov-00	\$6,885.71	\$ 2,186.35	\$ 4,699.35	\$ 869,841.42
29	Dec-00	\$6,885.71	\$ 2,174.60	\$ 4,711.10	\$ 865,130.32
30	Jan-01	\$6,885.71	\$ 2,162.83	\$ 4,722.88	\$ 860,407.44
31	Feb-01	\$6,885.71	\$ 2,151.02	\$ 4,734.69	\$ 855,672.76
32	Mar-01	\$6,885.71	\$ 2,139.18	\$ 4,746.52	\$ 850,926.23
33	Apr-01	\$6,885.71	\$ 2,127.32	\$ 4,758.39	\$ 846,167.84
34	May-01	\$6,885.71	\$ 2,115.42	\$ 4,770.29	\$ 841,397.56
35	Jun-01	\$6,885.71	\$ 2,103.49	\$ 4,782.21	\$ 836,615.35
36	Jul-01	\$6,885.71	\$ 2,091.54	\$ 4,794.17	\$ 831,821.18
37	Aug-01	\$6,885.71	\$ 2,079.55	\$ 4,806.15	\$ 827,015.03
38	Sep-01	\$6,885.71	\$ 2,067.54	\$ 4,818.17	\$ 822,196.86
39	Oct-01	\$6,885.71	\$ 2,055.49	\$ 4,830.21	\$ 817,366.65
40	Nov-01	\$6,885.71	\$ 2,043.42	\$ 4,842.29	\$ 812,524.36
41	Dec-01	\$6,885.71	\$ 2,031.31	\$ 4,854.39	\$ 807,669.97
42	Jan-02	\$6,885.71	\$ 2,019.17	\$ 4,866.53	\$ 802,803.44
43	Feb-02	\$6,885.71	\$ 2,007.01	\$ 4,878.70	\$ 797,924.74
44	Mar-02	\$6,885.71	\$ 1,994.81	\$ 4,890.89	\$ 793,033.85

Lowell Terrace

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<b>CDBG PROGRAM INCOME</b>				Principal Amount	\$ 997,087.76
<b>LOWELL TERRACE</b>				Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
<b>#</b>	<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>	<b>Balance</b>
45	Apr-02	\$6,885.71	\$ 1,982.58	\$ 4,903.12	\$ 788,130.73
46	May-02	\$6,885.71	\$ 1,970.33	\$ 4,915.38	\$ 783,215.35
47	Jun-02	\$6,885.71	\$ 1,958.04	\$ 4,927.67	\$ 778,287.68
48	Jul-02	\$6,885.71	\$ 1,945.72	\$ 4,939.99	\$ 773,347.69
49	Aug-02	\$6,885.71	\$ 1,933.37	\$ 4,952.34	\$ 768,395.36
50	Sep-02	\$6,885.71	\$ 1,920.99	\$ 4,964.72	\$ 763,430.64
51	Oct-02	\$6,885.71	\$ 1,908.58	\$ 4,977.13	\$ 758,453.51
52	Nov-02	\$6,885.71	\$ 1,896.13	\$ 4,989.57	\$ 753,463.94
53	Dec-02	\$6,885.71	\$ 1,883.66	\$ 5,002.05	\$ 748,461.90
54	Jan-03	\$6,885.71	\$ 1,871.15	\$ 5,014.55	\$ 743,447.35
55	Feb-03	\$6,885.71	\$ 1,858.62	\$ 5,027.09	\$ 738,420.26
56	Mar-03	\$6,885.71	\$ 1,846.05	\$ 5,039.65	\$ 733,380.61
57	Apr-03	\$6,885.71	\$ 1,833.45	\$ 5,052.25	\$ 728,328.35
58	May-03	\$6,885.71	\$ 1,820.82	\$ 5,064.88	\$ 723,263.47
59	Jun-03	\$6,885.71	\$ 1,808.16	\$ 5,077.55	\$ 718,185.92
60	Jul-03	\$6,885.71	\$ 1,795.46	\$ 5,090.24	\$ 713,095.68
61	Aug-03	\$6,885.71	\$ 1,782.74	\$ 5,102.97	\$ 707,992.72
62	Sep-03	\$6,885.71	\$ 1,769.98	\$ 5,115.72	\$ 702,876.99
63	Oct-03	\$6,885.71	\$ 1,757.19	\$ 5,128.51	\$ 697,748.48
64	Nov-03	\$6,885.71	\$ 1,744.37	\$ 5,141.33	\$ 692,607.15
65	Dec-03	\$6,885.71	\$ 1,731.52	\$ 5,154.19	\$ 687,452.96
66	Jan-04	\$6,885.71	\$ 1,718.63	\$ 5,167.07	\$ 682,285.89
67	Feb-04	\$6,885.71	\$ 1,705.71	\$ 5,179.99	\$ 677,105.90
68	Mar-04	\$6,885.71	\$ 1,692.76	\$ 5,192.94	\$ 671,912.96
69	Apr-04	\$6,885.71	\$ 1,679.78	\$ 5,205.92	\$ 666,707.03
70	May-04	\$6,885.71	\$ 1,666.77	\$ 5,218.94	\$ 661,488.10
71	Jun-04	\$6,885.71	\$ 1,653.72	\$ 5,231.98	\$ 656,256.11
72	Jul-04	\$6,885.71	\$ 1,640.64	\$ 5,245.06	\$ 651,011.05
73	Aug-04	\$6,885.71	\$ 1,627.53	\$ 5,258.18	\$ 645,752.87
74	Sep-04	\$6,885.71	\$ 1,614.38	\$ 5,271.32	\$ 640,481.55
75	Oct-04	\$6,885.71	\$ 1,601.20	\$ 5,284.50	\$ 635,197.05
76	Nov-04	\$6,885.71	\$ 1,587.99	\$ 5,297.71	\$ 629,899.33
77	Dec-04	\$6,885.71	\$ 1,574.75	\$ 5,310.96	\$ 624,588.38
78	Jan-05	\$6,885.71	\$ 1,561.47	\$ 5,324.23	\$ 619,264.14
79	Feb-05	\$6,885.71	\$ 1,548.16	\$ 5,337.54	\$ 613,926.60
80	Mar-05	\$6,885.71	\$ 1,534.82	\$ 5,350.89	\$ 608,575.71
81	Apr-05	\$6,885.71	\$ 1,521.44	\$ 5,364.27	\$ 603,211.44
82	May-05	\$6,885.71	\$ 1,508.03	\$ 5,377.68	\$ 597,833.77
83	Jun-05	\$6,885.71	\$ 1,494.58	\$ 5,391.12	\$ 592,442.65
84	Jul-05	\$6,885.71	\$ 1,481.11	\$ 5,404.60	\$ 587,038.05
85	Aug-05	\$6,885.71	\$ 1,467.60	\$ 5,418.11	\$ 581,619.94
86	Sep-05	\$6,885.71	\$ 1,454.05	\$ 5,431.66	\$ 576,188.28
87	Oct-05	\$6,885.71	\$ 1,440.47	\$ 5,445.23	\$ 570,743.05
88	Nov-05	\$6,885.71	\$ 1,426.86	\$ 5,458.85	\$ 565,284.20
89	Dec-05	\$6,885.71	\$ 1,413.21	\$ 5,472.49	\$ 559,811.71

<b>CDBG PROGRAM INCOME</b>				Principal Amount	\$ 997,087.76
<b>LOWELL TERRACE</b>				Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
#	Date	Payment	Interest	Principal	Balance
90	Jan-06	\$6,885.71	\$ 1,399.53	\$ 5,486.18	\$ 554,325.53
91	Feb-06	\$6,885.71	\$ 1,385.81	\$ 5,499.89	\$ 548,825.64
92	Mar-06	\$6,885.71	\$ 1,372.06	\$ 5,513.64	\$ 543,312.00
93	Apr-06	\$6,885.71	\$ 1,358.28	\$ 5,527.43	\$ 537,784.57
94	May-06	\$6,885.71	\$ 1,344.46	\$ 5,541.24	\$ 532,243.33
95	Jun-06	\$6,885.71	\$ 1,330.61	\$ 5,555.10	\$ 526,688.23
96	Jul-06	\$6,885.71	\$ 1,316.72	\$ 5,568.98	\$ 521,119.25
97	Aug-06	\$6,885.71	\$ 1,302.80	\$ 5,582.91	\$ 515,536.34
98	Sep-06	\$6,885.71	\$ 1,288.84	\$ 5,596.86	\$ 509,939.48
99	Oct-06	\$6,885.71	\$ 1,274.85	\$ 5,610.86	\$ 504,328.62
100	Nov-06	\$6,885.71	\$ 1,260.82	\$ 5,624.88	\$ 498,703.74
101	Dec-06	\$6,885.71	\$ 1,246.76	\$ 5,638.95	\$ 493,064.79
102	Jan-07	\$6,885.71	\$ 1,232.66	\$ 5,653.04	\$ 487,411.75
103	Feb-07	\$6,885.71	\$ 1,218.53	\$ 5,667.18	\$ 481,744.57
104	Mar-07	\$6,885.71	\$ 1,204.36	\$ 5,681.34	\$ 476,063.23
105	Apr-07	\$6,885.71	\$ 1,190.16	\$ 5,695.55	\$ 470,367.68
106	May-07	\$6,885.71	\$ 1,175.92	\$ 5,709.79	\$ 464,657.90
107	Jun-07	\$6,885.71	\$ 1,161.64	\$ 5,724.06	\$ 458,933.84
108	Jul-07	\$6,885.71	\$ 1,147.33	\$ 5,738.37	\$ 453,195.47
109	Aug-07	\$6,885.71	\$ 1,132.99	\$ 5,752.72	\$ 447,442.75
110	Sep-07	\$6,885.71	\$ 1,118.61	\$ 5,767.10	\$ 441,675.65
111	Oct-07	\$6,885.71	\$ 1,104.19	\$ 5,781.52	\$ 435,894.14
112	Nov-07	\$6,885.71	\$ 1,089.74	\$ 5,795.97	\$ 430,098.17
113	Dec-07	\$6,885.71	\$ 1,075.25	\$ 5,810.46	\$ 424,287.71
114	Jan-08	\$6,885.71	\$ 1,060.72	\$ 5,824.99	\$ 418,462.72
115	Feb-08	\$6,885.71	\$ 1,046.16	\$ 5,839.55	\$ 412,623.17
116	Mar-08	\$6,885.71	\$ 1,031.56	\$ 5,854.15	\$ 406,769.03
117	Apr-08	\$6,885.71	\$ 1,016.92	\$ 5,868.78	\$ 400,900.24
118	May-08	\$6,885.71	\$ 1,002.25	\$ 5,883.45	\$ 395,016.79
119	Jun-08	\$6,885.71	\$ 987.54	\$ 5,898.16	\$ 389,118.63
120	Jul-08	\$6,885.71	\$ 972.80	\$ 5,912.91	\$ 383,205.72
121	Aug-08	\$6,885.71	\$ 958.01	\$ 5,927.69	\$ 377,278.03
122	Sep-08	\$6,885.71	\$ 943.20	\$ 5,942.51	\$ 371,335.52
123	Oct-08	\$6,885.71	\$ 928.34	\$ 5,957.37	\$ 365,378.15
124	Nov-08	\$6,885.71	\$ 913.45	\$ 5,972.26	\$ 359,405.89
125	Dec-08	\$6,885.71	\$ 898.51	\$ 5,987.19	\$ 353,418.70
126	Jan-09	\$6,885.71	\$ 883.55	\$ 6,002.16	\$ 347,416.54
127	Feb-09	\$6,885.71	\$ 868.54	\$ 6,017.16	\$ 341,399.38
128	Mar-09	\$6,885.71	\$ 853.50	\$ 6,032.21	\$ 335,367.17
129	Apr-09	\$6,885.71	\$ 838.42	\$ 6,047.29	\$ 329,319.89
130	May-09	\$6,885.71	\$ 823.30	\$ 6,062.41	\$ 323,257.48
131	Jun-09	\$6,885.71	\$ 808.14	\$ 6,077.56	\$ 317,179.92
132	Jul-09	\$6,885.71	\$ 792.95	\$ 6,092.76	\$ 311,087.16
133	Aug-09	\$6,885.71	\$ 777.72	\$ 6,107.99	\$ 304,979.18
134	Sep-09	\$6,885.71	\$ 762.45	\$ 6,123.26	\$ 298,855.92

	<b>CDBG PROGRAM INCOME</b>			Principal Amount	\$ 997,087.76
	<b>LOWELL TERRACE</b>			Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
<b>#</b>	<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>	<b>Balance</b>
135	Oct-09	\$6,885.71	\$ 747.14	\$ 6,138.57	\$ 292,717.35
136	Nov-09	\$6,885.71	\$ 731.79	\$ 6,153.91	\$ 286,563.44
137	Dec-09	\$6,885.71	\$ 716.41	\$ 6,169.30	\$ 280,394.15
138	Jan-10	\$6,885.71	\$ 700.99	\$ 6,184.72	\$ 274,209.43
139	Feb-10	\$6,885.71	\$ 685.52	\$ 6,200.18	\$ 268,009.25
140	Mar-10	\$6,885.71	\$ 670.02	\$ 6,215.68	\$ 261,793.56
141	Apr-10	\$6,885.71	\$ 654.48	\$ 6,231.22	\$ 255,562.34
142	May-10	\$6,885.71	\$ 638.91	\$ 6,246.80	\$ 249,315.54
143	Jun-10	\$6,885.71	\$ 623.29	\$ 6,262.42	\$ 243,053.13
144	Jul-10	\$6,885.71	\$ 607.63	\$ 6,278.07	\$ 236,775.05
145	Aug-10	\$6,885.71	\$ 591.94	\$ 6,293.77	\$ 230,481.29
146	Sep-10	\$6,885.71	\$ 576.20	\$ 6,309.50	\$ 224,171.79
147	Oct-10	\$6,885.71	\$ 560.43	\$ 6,325.28	\$ 217,846.51
148	Nov-10	\$6,885.71	\$ 544.62	\$ 6,341.09	\$ 211,505.42
149	Dec-10	\$6,885.71	\$ 528.76	\$ 6,356.94	\$ 205,148.48
150	Jan-11	\$6,885.71	\$ 512.87	\$ 6,372.83	\$ 198,775.65
151	Feb-11	\$6,885.71	\$ 496.94	\$ 6,388.77	\$ 192,386.88
152	Mar-11	\$6,885.71	\$ 480.97	\$ 6,404.74	\$ 185,982.14
153	Apr-11	\$6,885.71	\$ 464.96	\$ 6,420.75	\$ 179,561.39
154	May-11	\$6,885.71	\$ 448.90	\$ 6,436.80	\$ 173,124.59
155	Jun-11	\$6,885.71	\$ 432.81	\$ 6,452.89	\$ 166,671.70
156	Jul-11	\$6,885.71	\$ 416.68	\$ 6,469.03	\$ 160,202.67
157	Aug-11	\$6,885.71	\$ 400.51	\$ 6,485.20	\$ 153,717.47
158	Sep-11	\$6,885.71	\$ 384.29	\$ 6,501.41	\$ 147,216.06
159	Oct-11	\$6,885.71	\$ 368.04	\$ 6,517.66	\$ 140,698.40
160	Nov-11	\$6,885.71	\$ 351.75	\$ 6,533.96	\$ 134,164.44
161	Dec-11	\$6,885.71	\$ 335.41	\$ 6,550.29	\$ 127,614.14
162	Jan-12	\$6,885.71	\$ 319.04	\$ 6,566.67	\$ 121,047.47
163	Feb-12	\$6,885.71	\$ 302.62	\$ 6,583.09	\$ 114,464.39
164	Mar-12	\$6,885.71	\$ 286.16	\$ 6,599.54	\$ 107,864.84
165	Apr-12	\$6,885.71	\$ 269.66	\$ 6,616.04	\$ 101,248.80
166	May-12	\$6,885.71	\$ 253.12	\$ 6,632.58	\$ 94,616.22
167	Jun-12	\$6,885.71	\$ 236.54	\$ 6,649.16	\$ 87,967.05
168	Jul-12	\$6,885.71	\$ 219.92	\$ 6,665.79	\$ 81,301.27
169	Aug-12	\$6,885.71	\$ 203.25	\$ 6,682.45	\$ 74,618.82
170	Sep-12	\$6,885.71	\$ 186.55	\$ 6,699.16	\$ 67,919.66
171	Oct-12	\$6,885.71	\$ 169.80	\$ 6,715.91	\$ 61,203.75
172	Nov-12	\$6,885.71	\$ 153.01	\$ 6,732.70	\$ 54,471.06
173	Dec-12	\$6,885.71	\$ 136.18	\$ 6,749.53	\$ 47,721.53
174	Jan-13	\$6,885.71	\$ 119.30	\$ 6,766.40	\$ 40,955.13
175	Feb-13	\$6,885.71	\$ 102.39	\$ 6,783.32	\$ 34,171.81
176	Mar-13	\$6,885.71	\$ 85.43	\$ 6,800.28	\$ 27,371.53
177	Apr-13	\$6,885.71	\$ 68.43	\$ 6,817.28	\$ 20,554.26
178	May-13	\$6,885.71	\$ 51.39	\$ 6,834.32	\$ 13,719.94
179	Jun-13	\$6,885.71	\$ 34.30	\$ 6,851.41	\$ 6,868.53

	<b>CDBG PROGRAM INCOME</b>			Principal Amount	\$ 997,087.76
	<b>LOWELL TERRACE</b>			Years to Maturity	15
				# of Payments	180
				Interest Rate	3.00%
				Pmts per year	12
				Year of Loan	
				Payment	\$6,885.71
<b>#</b>	<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>	<b>Balance</b>
180	Jul-13	\$6,885.71	\$ 17.17	\$ 6,868.53	\$ (0.00)
	Total	\$ 1,239,426.90	\$ 242,339.14	\$ 997,087.76	

Draft

# Memo

**To:** Kevin Clougherty, Tom Clark, Bob McKenzie, Jay Taylor  
**From:** Randy M. Sherman  
**Date:** September 18, 2001  
**Re:** Lowell Terrace

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At our meeting of September 6, 2001, I was requested to put together a proposal for consideration relative to the Lowell Terrace project. In this regard, I present the following background, comments and recommendations.

## Background

- In 1984 the City, through the MHRA, made a loan totaling \$1,500,000 to Lowell Terrace Associates, a New Hampshire General Partnership, for the purposes of rehabilitating a fire damaged building at the northwest corner of Chestnut and Lowell Streets. The loan was comprised of two components: a \$1,250,000 low interest portion resembling a note and a \$250,000 portion resembling a limited-term equity contribution.
- The \$1,250,000 portion was to be amortized at an annual interest rate equal to three (3%) percent over a twenty year period following the completion of the construction. The first three years were interest only, followed by 17 years of monthly payments of \$7,826.69. The promissory note required interest payments to begin no later than June 30, 1985, monthly payments of \$7,826.69 to begin no later than June 30, 1988.
- The \$250,000 portion is to be repaid as a balloon payment 20 years following the completed construction. The payment is to equal one-half of the then current market value. The City was also to receive, for 20 years following construction, as proxy for interest on the \$250,000 portion, an annual payment equal to one-half of the net cash flow from the project.
- A project overrun of approximately \$120,000 was funded by Amoskeag Bank with collateral provided by Carolyn Morgan.
- In September 1988, two dates in the promissory note were amended. The payment dates relative to the payments on the \$1,250,000 portion of the note changed from June 30, 1985 to May 1, 1986 and from June 30, 1988 to May 1, 1989. As part of the same agreement, the parties agreed to establish April 1, 1986 as the date on which construction was completed and the City waived all late charges resulting from construction delays.
- Through December 1993, the City had received scheduled payments leaving the principal balance due on the \$1,250,000 portion at \$967,582. The project, however, was delinquent on property taxes. At this time, the parties amended the promissory note to allow the partnership fifteen months to get the property taxes current. A new amortization schedule was agreed upon allowing final payment to be July 2007. The agreement extended the term fifteen months. Payments were to resume on May 1, 1995.



- In February 1995, the City was informed that the property taxes were current. A proposal was put forward further delaying principal payments an additional 21 months, establishing a process to fund a capital reserve account and setting a payment priority upon fully funding the reserve. During the delayed payment period, monthly interest payments of \$2,500 were due to the City.
- On July 5, 1995, the BMA approved the following changes to the promissory note:
  1. The project property taxes shall remain current.
  2. The project shall pay interest payments of \$2,500 until principal payments resume.
  3. A capital reserve account shall be established with both the City and the owners.
  4. The reserve shall be funded with cash flow in excess of \$5,000 accumulated on a quarterly basis.
  5. When the capital reserve reached \$60,000 or no later than December 31, 1996, principal payments shall resume and any unpaid interest would be added to the principal.
  6. Payments on another note (Carolyn C. Morgan) shall not be made until the reserve is fully funded and the principal payments to the City have resumed.
  7. Any operating surpluses thereafter shall be applied to the principal in order to accelerate payoff of the City loan.
- It is unclear if item #7 conflicts with, or supercedes, the provision for the City to receive one-half of the project cash flow, as a proxy for interest on the \$250,000.
- Monthly payments of principal and interest did not resume on January 1, 1997. The project continued to remit interest only payments, without the consent of the City, until July 1, 1998. At that time, the principal balance was recalculated to be \$997,088. The payments were set at \$6,885.71 and the amortization schedule was unilaterally extended to July 2013.
- In 1999, the partnership attempted to work a pay-off arrangement with the City. The City calculated the pay-off would be approximately \$1,100,000.
- In 2001, the partnership has made a new proposal relative to the amounts owed the City. The partnership is proposing to continue making monthly payments of \$6,885.71 on the \$1,250,000 loan and begin making monthly payments of \$2,684.70 in November 2001 to amortize the \$250,000 loan. Both loans would be fully paid in the summer of 2013.
- The partnership has further suggested that if the City insists on one-half of the market value, the outstanding loans should be deducted from the amount owed.
- The partnership is current on both taxes and monthly payments on the \$1,250,000 loan.
- The partnership paid cashflow of \$35,293 to the City in July 2001. This amount was intended to cover FY96 through FY2000.
- The partnership has not used operating surpluses to reduce the outstanding principal.
- No payments to Carolyn Morgan have been made since 1994. The note has a current balance of \$21,275.

- Using the revaluation as a proxy for market value, the current value is \$1,359,000.

#### Financial Statements

- The City has received copies of financial statements for the years 1996-2000.
- The statements are compilations only and presented on a tax basis.
- The statements indicate that on December 31, 1996, the capital reserve was funded at \$59,113. At December 31, 2000, the capital reserve had grown to \$260,556.
- The statements indicated that on December 31, 1995, the partnership had \$75,233 in cash of which \$9,573 represented security deposits. The December 31, 2000 balance was \$339,060 of which \$17,705 represented security deposits.
- At December 31, 2000, the partner's accumulated deficit is \$886,845.
- At December 31, 2000, accumulated depreciation equals \$1,727,996 or 95% of property book value.

#### Tax issues

- At the September 7, 2001 meeting, Peter Morgan stated that now that the project is turning a profit, the partners are making tax payments although they are not making any withdrawals from the partnership.
- The financial statements are reflective of the tax status of the partners. The accumulated deficit has been taken as a tax loss. At even a 30% tax bracket, the partners have received tax savings of roughly \$266,000. Most of this is related to the depreciation on the assets that were paid for from the City's loan.

#### Recommendation

- The partnership should remit one-half of the December 31, 2000 cash balance, net of security deposits and \$60,000 for a capital reserve fund, to the City representing past due interest on the \$250,000 portion of the loan. This payment would be \$130,677.
- Alternatively, this cash could be used to reduce principal based on the 1995 amendment.
- In the short term, the partnership should maintain the capital reserve at a \$60,000 limit. An independent analysis should be conducted to determine the proper amount going forward.
- One-half of the 2001 cash flow and all subsequent cash flows, net security deposits and deposits or withdrawals to the capital reserve fund, should be remitted to the City.
- The partnership does not have adequate cash to meet the buy-out requirement. The City should allow the partnership the option of amortizing one-half of the market value. The amortization may be over an extended period at a market rate of interest. The partners have recommended twelve years at 7.5%. The partnership may not have sufficient cash flow to meet this type of payment (approximately \$7,250 / month based on current value). A longer term with a lower rate most likely would be required.

- If the partners wish to escalate the buy-out, the City should allow the partners the option. This would allow the partnership to reduce the interest paid from one-half cash flow to a more predictable amount based on the market value of the property, the interest rate and the amortization period. This also would allow the partnership to lock-in the buildings value and avoid future escalation.
- The buy-out amount should not be adjusted for the outstanding debt. The partners extended the term unilaterally. It is clear that the debt was to be fully paid at the time of the buy-out and, therefore, the outstanding balance should not be considered.
- The Carolyn Morgan note remains subordinate to the City obligations.

**ACORD™ EVIDENCE OF PROPERTY INSURANCE**

DATE (MM/DD/YY)

05/31/07

THIS IS EVIDENCE THAT INSURANCE AS IDENTIFIED BELOW HAS BEEN ISSUED, IS IN FORCE, AND CONVEYS ALL THE RIGHTS AND PRIVILEGES AFFORDED UNDER THE POLICY.

<b>PRODUCER</b> USI New England PO Box 6360 Manchester, NH 03108		<b>PHONE</b> (A/C, No, Ext): 603 625-1100	<b>COMPANY</b> Vermont Mutual PO Box 188 Montpelier, VT 05602	
<b>CODE:</b>		<b>SUB CODE:</b>		
<b>AGENCY</b> <b>CUSTOMER ID #:</b> 22152		<b>LOAN NUMBER</b>		
<b>INSURED</b> Lowell Terrace Associates 70 Lowell Street Manchester, NH 03101		<b>POLICY NUMBER</b> BP17020511		
		<b>EFFECTIVE DATE</b> 05/18/07	<b>EXPIRATION DATE</b> 05/18/08	<input type="checkbox"/> <b>CONTINUED UNTIL TERMINATED IF CHECKED</b>
<b>THIS REPLACES PRIOR EVIDENCE DATED:</b>				

**PROPERTY INFORMATION**  
**LOCATION/DESCRIPTION**  
 70-80 Lowell St.  
 Manchester, NH 03101

**COVERAGE INFORMATION**

COVERAGE/PERILS/FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Building #: 1 Sixty Three Unit Apt Coverage: Building Cause: Special (Including Theft)	\$3,047,500	\$1,000

**REMARKS (Including Special Conditions)****CANCELLATION**

THE POLICY IS SUBJECT TO THE PREMIUMS, FORMS, AND RULES IN EFFECT FOR EACH POLICY PERIOD. SHOULD THE POLICY BE TERMINATED, THE COMPANY WILL GIVE THE ADDITIONAL INTEREST IDENTIFIED BELOW 10 DAYS WRITTEN NOTICE, AND WILL SEND NOTIFICATION OF ANY CHANGES TO THE POLICY THAT WOULD AFFECT THAT INTEREST, IN ACCORDANCE WITH THE POLICY PROVISIONS OR AS REQUIRED BY LAW.

**ADDITIONAL INTEREST**

**NAME AND ADDRESS**  
 City of Manchester  
 1 City Hall Plaza  
 Manchester, NH 03101

☒ **MORTGAGEE**  
☐ **LOSS PAYEE**

☐ **ADDITIONAL INSURED**

**LOAN #**

**AUTHORIZED REPRESENTATIVE**

15



**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
Phone: (603) 624-6460  
Fax: (603) 624-6549

July 10, 2007

Honorable Board of Mayor and Aldermen  
C/o Leo Bernier, City Clerk  
One City Hall plaza  
Manchester, NH 03101

Dear Honorable Board:

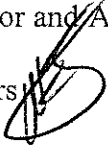
This letter serves to advise that we have not yet received the building level financial information for Lowell Terrace. We have informed Mr. Morgan that this information has been requested by the Aldermen. Mr. Morgan has advised that the information will be forthcoming but we have yet to receive it. Failure to provide this information is a violation of section 9 of the Mortgage & Security Agreement.

Respectfully submitted,

William E. Sanders  
Finance Officer

Cc: Thomas R. Clark, City Solicitor

To: Board of Mayor and Alderman

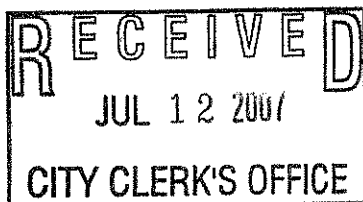
From: Bill Sanders 

Date: July 12, 2007

Subject: Lowell Street Operating Statements

As requested, attached are building level operating statements for Lowell Terrace for the years 2004 through 2006 provided by Mr. Peter Morgan.

Cc; Tom Clark



Lowell Terrace  
Building Operating Statements  
For the years ended December 31, 2006, 2005 & 2004

	<u>2006</u>	<u>2005</u>	<u>2004</u>
REVENUE			
Rental Income	\$ 267,603	\$ 274,258	\$ 298,067
Other Income	2,231	2,174	2,663
TOTAL REVENUE	<u>\$ 269,834</u>	<u>\$ 276,432</u>	<u>\$ 300,730</u>
OPERATING EXPENSES			
Real Estate Taxes	\$ 38,300	\$ 35,614	\$ 29,346
Gas	34,893	25,623	28,602
Repairs & Maintenance	22,640	13,073	12,396
Management Fees	20,604	18,449	20,866
Interest	15,882	29,852	50,121
Electricity	12,116	10,046	10,497
Insurance	10,038	9,540	9,019
Water & Sewer	9,303	11,758	11,384
Accounting Fees	9,261	3,075	3,255
Janitorial Services	6,351	8,861	7,121
Exterminator	4,305	2,600	1,728
Depreciation	4,068	4,058	12,228
Supplies	3,883	3,171	2,411
Fire Alarm	2,680	2,659	2,832
Waste Disposal	2,160	2,160	2,160
Licenses and Fees	1,315		70
Bank Charges	1,279	1,480	1,754
General Partner Fees	1,200	1,200	1,200
Legal Fees	1,156		4,434
Appliances	898		
Central Business District Tax	828	804	1,656
Rental Equipment	571		
Grounds Maintenance	475	1,620	850
Advertising	461	752	622
Telephone	375	317	374
Entertainment	240	67	325
Rental Incentive Plan Fee	100		
Foreign Tax Expense	38	13	13
Amortization		2,250	2,250
TOTAL OPERATING EXPENSES	<u>\$ 205,420</u>	<u>\$ 189,042</u>	<u>\$ 217,514</u>
Income From Building Operations	<u>\$ 64,414</u>	<u>\$ 87,390</u>	<u>\$ 83,216</u>

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Majority of the Committee on Bills on Second Reading respectfully recommends, after due and careful consideration, that Ordinance:

“Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot.”

be denied at this time.

The Committee notes that the business owner should work with the neighborhood and may return with a petition after addressing issue as noted in a communication from Alderman Garrity enclosed herein.

*(Aldermen Garrity, Pinard and Duval in favor. Aldermen Lopez and Gatsas opposed.)*

**IN BOARD OF MAYOR & ALDERMEN**

**DATE:** June 5, 2007

**ON MOTION OF A.L.D.** Lopez

**SECONDED BY A.L.D.** Forest

**VOTED TO** table.

  
**CITY CLERK**

Respectfully submitted,

  
Clerk of Committee  




# City of Manchester New Hampshire

*In the year Two Thousand and Seven*

## AN ORDINANCE

"Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 1. Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot, and being more particularly bounded and described as follows:

Beginning at a point on the centerline of Parkview Street, said point being on the zone boundary line between the B-2 (General Business) zone district and the R-1B (Residential One Family) zone district, and being approximately 115 ft. easterly of the centerline of South Lincoln Street, prior to this amendment;

Thence, easterly along the centerline of Parkview Street, for a distance of approximately 130 ft. to a point;

Thence, southerly along the property line of TM 381/47, and TM 381/46, extended, for a distance of approximately 162 ft. to a point;

Thence, westerly along the property line of TM 381/47, and TM 381/49 for a distance of approximately 30 ft. to a point;

Thence, northwesterly along the zone boundary line between the B-2 (General Business) zone district and the R-1B (Residential One Family) zone district, prior to this amendment, a distance of approximately 190 ft., to a point, said point being the point of beginning.

Said description to include a portion of TM 381/47 consisting of approximately 10,280 square feet of private land, to be rezoned from R-1B (Residential One Family) to B-2 (General Business) zone district, after this amendment.

SECTION II. Resolve this ordinance shall take effect upon passage.

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*Craig, Deachman & Gowie, PLLC*

ATTORNEYS AT LAW  
Since 1929

84 Bay Street  
Manchester NH 03104  
Phone 603•669•3970  
Phone 603•665•9111  
Fax 603•296•2289

William H. Craig  
James W. Craig  
W. John Deachman  
Marc van Zanten

April 17, 2007

Leo R. Bernier, Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: Frederick H. Nixon, Jr.  
466 So. Willow Street, Manchester, New Hampshire

Dear Mr. Bernier:

Enclosed herein please find an original Proposed Zoning Amendment which we are filing on behalf of Mr. Nixon regarding the above-referenced matter. Please also find enclosed our check in the amount of \$300.00 to cover filing fees for same.

Thank you for your attention to this matter.

Very truly yours,

  
James W. Craig, Esquire

JWC/jlb  
Enclosure

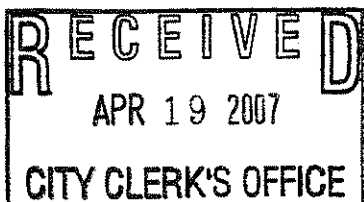
cc: Frederick H. Nixon, Jr.

May 15, 2007.

In Board of Mayor and Aldermen.

On motion of Alderman Smith, duly seconded by Alderman Thibault, it was voted to refer to the Cmte. on Bills on Second Reading and refer to public hearing on June 4, 2007 at 6:30 PM.

  
City Clerk



THE H.H. RICHARDSON BUILDING  
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# BOARD OF ADJUSTMENT

## *CITY OF MANCHESTER, NH*

IN RE: 466 SO. WILLOW STREET, MANCHESTER, NH

### PROPOSED ZONING AMENDMENT

OWNER: Frederick H. Nixon, Jr.

1. Property Description

The property at issue is located at 466 So. Willow Street in Manchester, New Hampshire. It is Map 381, Lot 47 on the Manchester Tax Map (TAB A) located at the intersection of So. Lincoln Street at Parkview Street. It is currently leased to Autotorium of 1313 Hooksett Road, Hooksett, New Hampshire. The entire lot is used as a car dealership.

2. Statement of Purpose

The Nixon lot has been used for years as an automobile dealership. The front portion of the lot, closest to So. Willow Street, is zoned B-2 (General Business District) which is a permitted use. The rear of the lot (in yellow) (TAB B) is zoned R-1B (Neighborhood) in which the use is not permitted. It is the intention of this proposal to have the City of Manchester extend the B-2 Zone to include all of Tax Map 381, Lot 47. We have also attached a Proposed site Plan for your information. (TAB C).

3. Property Tax Map

The property Tax Map indicates the Nixon Lot (381-47) and demonstrates how the lot is bisected by the current zoning layout.

4. Impact of Proposed Amendment

The Nixon lot has been used as an auto dealership since the 1960's. Since that time South Willow Street has developed into the premier retail/wholesale area in the City. The Nixon lot fronts upon So. Willow Street. Hertz Rental abuts the lot. Directly across So. Willow Street are commercial uses such as Dynatune Batteries Plus, Payday and U-Haul. Directly off of So. Willow Street and behind the Nixon lot are residential neighborhoods on Parkview Street and Doris Street. This is a classic case where commercial uses abut residential neighborhoods but since this has been the case since the 1960's and there will be no change in use, there should be no impact on existing adjacent neighborhoods.

5. Impact on City

Since this is a minor change in the zoning ordinance and since it is being requested to accommodate a long existing use, there should be no impact upon the City's economy, environment, municipal services or facilities.

6. Abutters

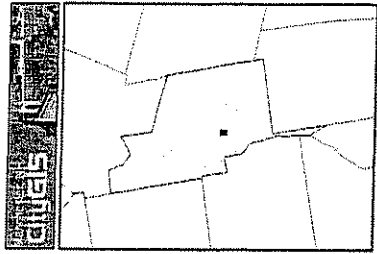
See attached list

7. Fee attached

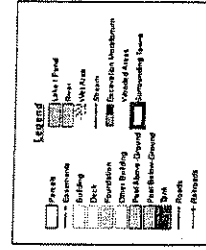
\$300.00 Enclosed.

**LIST OF ABUTTERS**

446 So. Willow Street – Bradford Oil Co., Inc. – Lot 437-3  
469 So. Willow Street – Charles Zoulias – Lot 437-1L, 1K  
476 So. Willow Street – Theodore Katsarakes – Lot 381-48  
428 So. Willow Street – Donald W. York – Lot 381-21  
264 So. Lincoln Street – Dora Hitchen – Lot 381-33  
24 Parkview Street – Thomas Stanley, Jr. – Lot 381-34  
34 Parkview Street – Phyllis P. Kline – Lot 381-35  
42 Parkview Street – Richard K. Provencher – Lot 381-36  
41 Parkview Street - Jennifer L. Jones – Lot 381-46  
24 Doris Street – Victoria Engheben – Lot 381-49

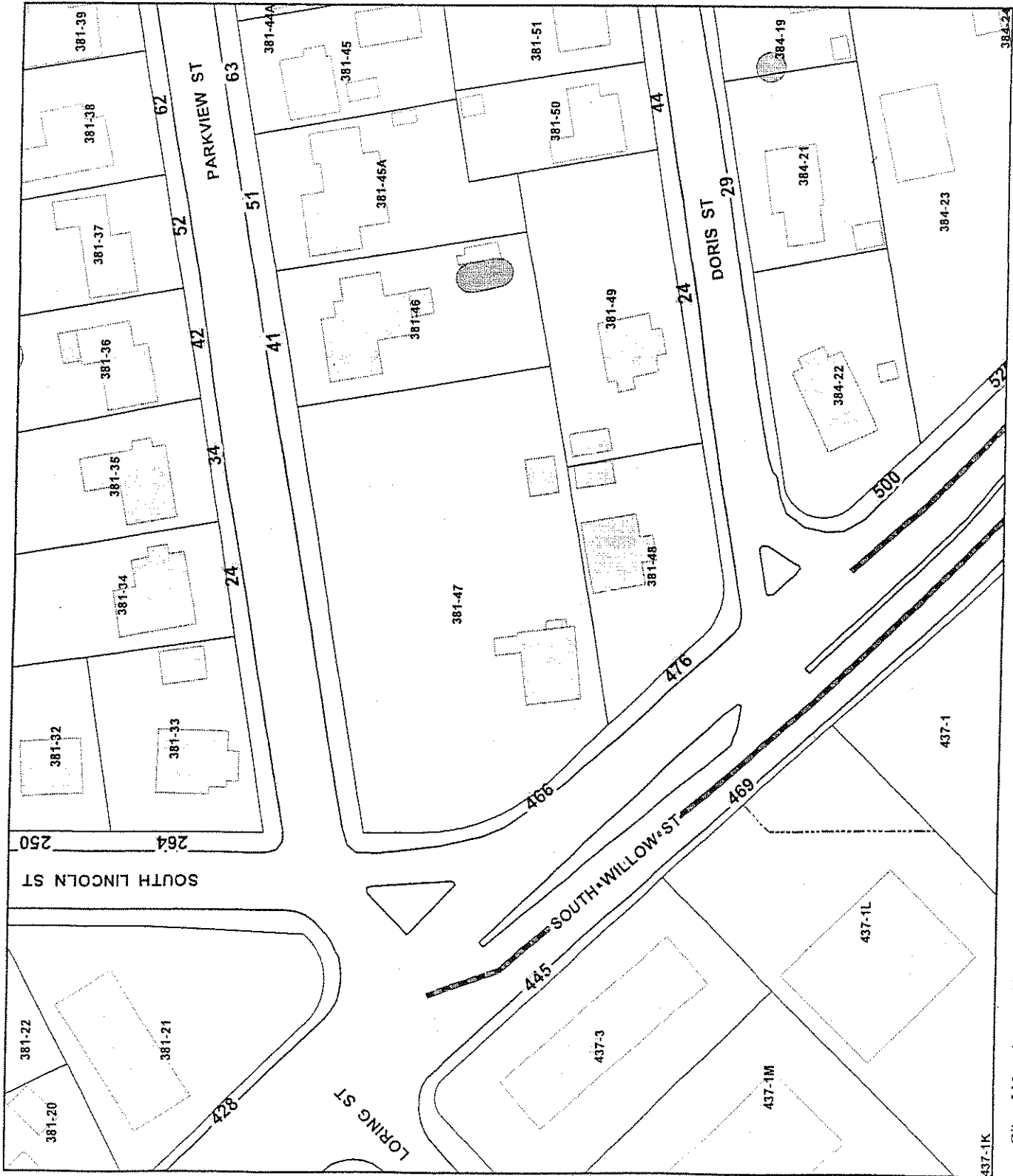


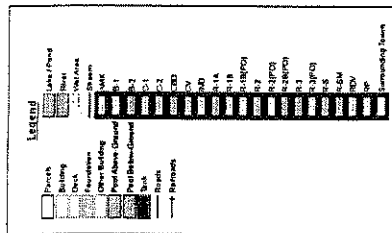
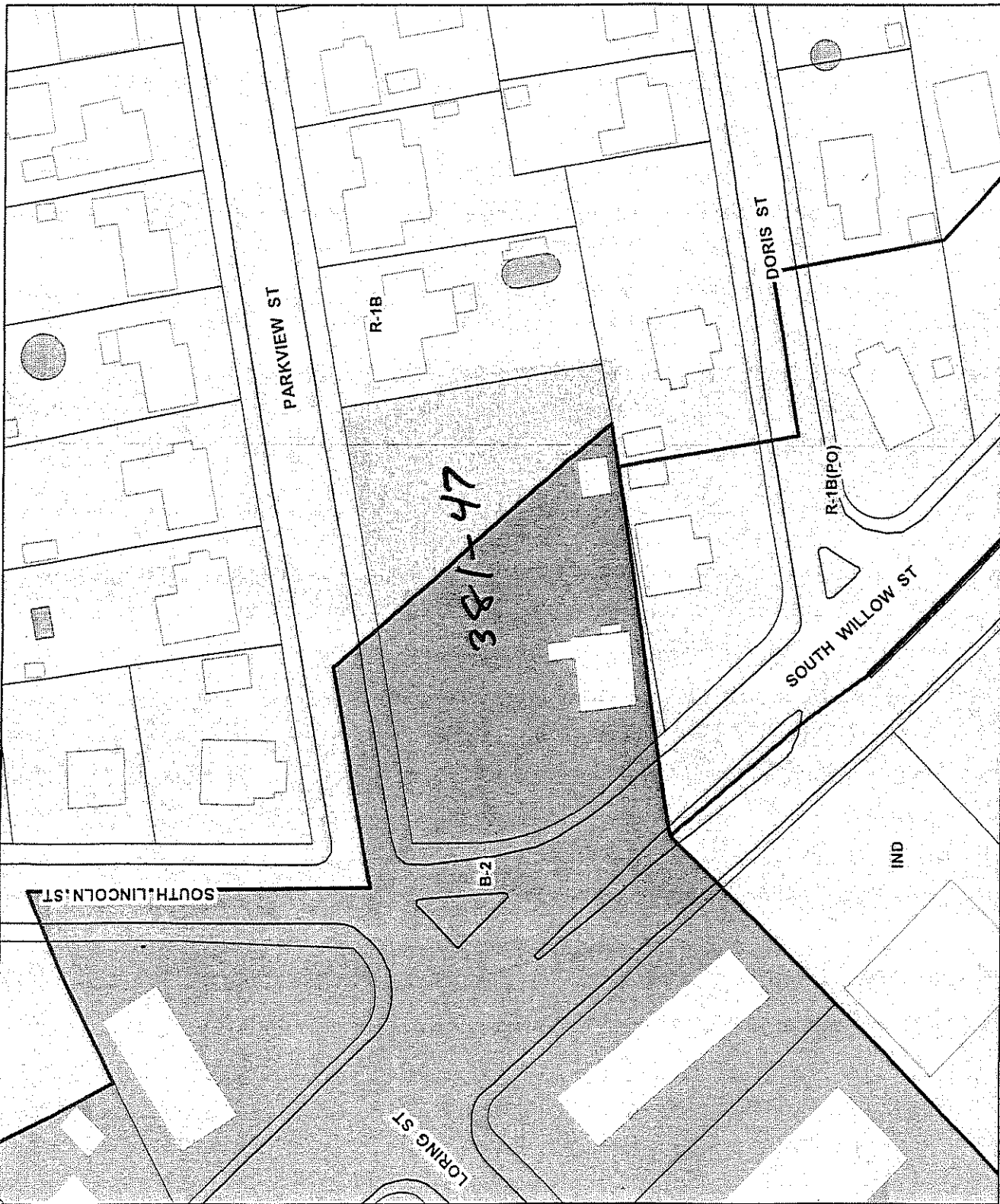
Area Map Showing Extent Of Map At Left



# DISCLAIMER

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**DISCLAIMER**

**DISCLAIMER**

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City of Manchester, New Hampshire - CityGIS Map Print





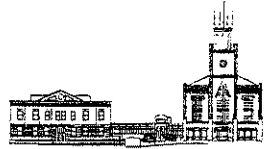


Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

May 11, 2007

Mr. Leo Bernier  
City Clerk  
One City Hall Plaza  
Manchester, NH 03101

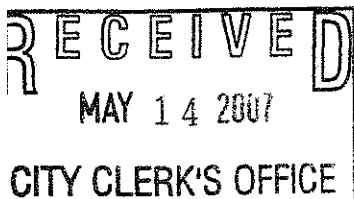
*Re: Technical Review for Rezoning Petition – 466 South Willow Street*

Dear Mr. Bernier:

In accordance with the policy on rezoning requests, the following information is provided in consideration of a rezoning request filed by the owner's counsel for property at 466 South Willow Street, known as Tax Map 381/Lot 47. The subject parcel is located on the southeasterly corner of South Willow Street and Parkview Street. The front portion of the lot is zoned *General Business (B-2)*, while the rear portion is zoned *Residential (R-1B)*. The applicant is requesting that the rear portion of the site be rezoned to *B-2*, consistent with the front portion of the site.

The entire parcel is approximately 32,700 SF, with more than half of the parcel in the *B-2* zoning district. The parcel has been used as an auto dealership since the 1960's, although the use of the rear portion of the site has been limited because it is zoned residential, not business. While the front portion of the site is adjacent to, and across from, business and industrial uses, the rear portion of the site proposed for rezoning abuts residences on both Parkview Street and Doris Street.

While the future land use map of the 1993 Master Plan for the City of Manchester indicates residentially zoned parcels on the easterly side of South Willow, southerly towards the area of Jobin Drive, many of these parcels are now developed with commercial uses either through variance action or rezoning. As with all rezoning requests that propose the extension of a commercial zone further into a residential zone, the issue that needs to be addressed is the impact of additional commercial activity on the adjacent residential parcels.

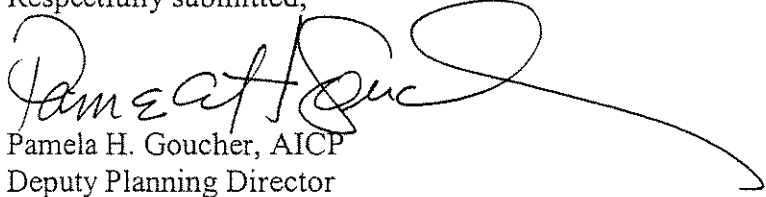


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One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 Fax: (603) 624-6529  
E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)  
[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

From a technical perspective, the petition to rezone the rear portion of the parcel at 466 South Willow Street may be forwarded to the Board of Mayor and Aldermen for their consideration and for a public hearing. Consistent with the policy for rezoning petitions, I am forwarding a copy of this report and the petition to the Planning Board, the Building Department and the Office of the City Solicitor for their comment.

The Planning Director or I will be available to answer any questions that the Board may have.

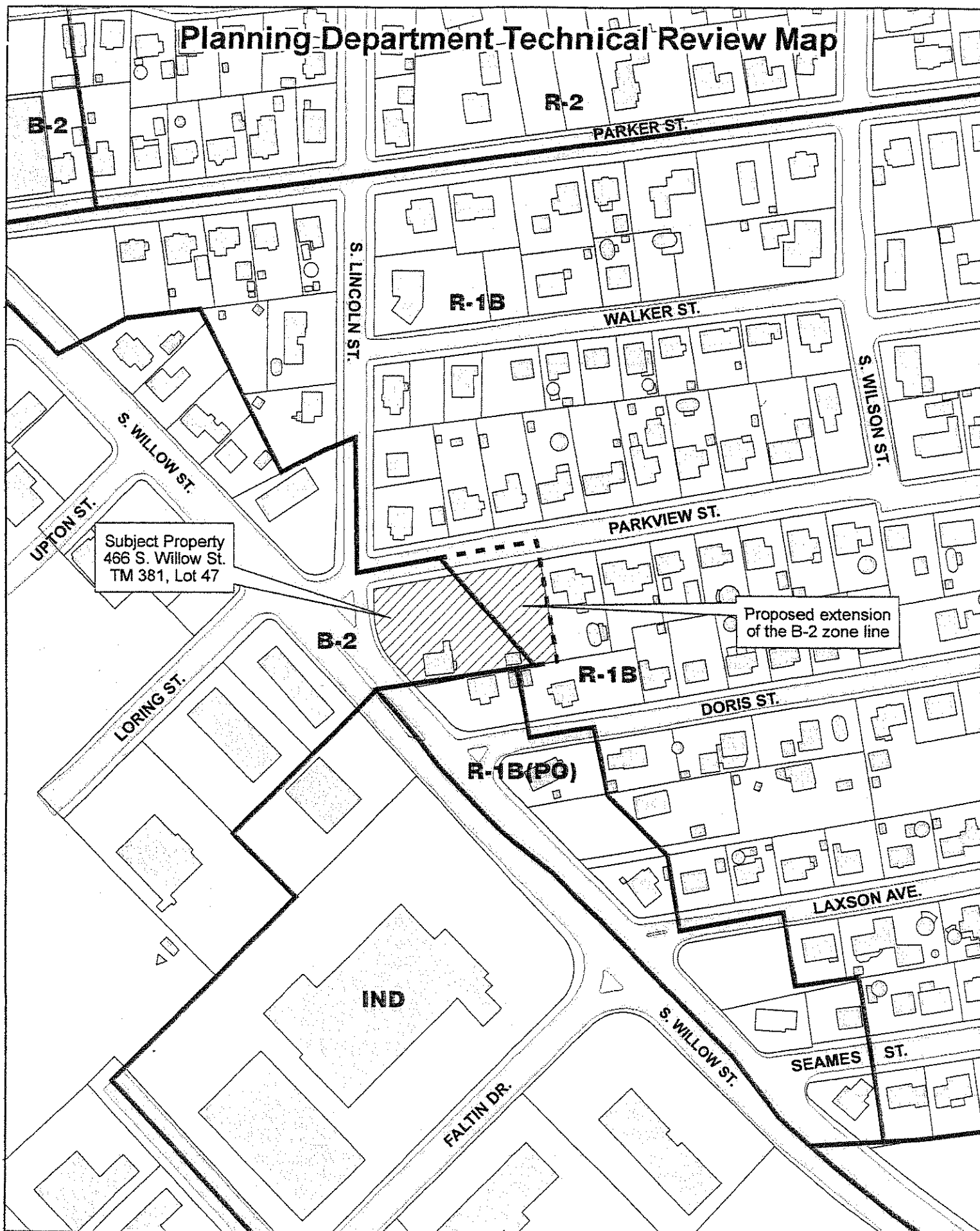
Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Pamela H. Goucher', with a long, sweeping horizontal line extending to the right.

Pamela H. Goucher, AICP  
Deputy Planning Director

C: Planning Board  
Building Department  
Office of the City Solicitor

# Planning Department Technical Review Map



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# CITY OF MANCHESTER

## Planning and Community Development



Robert S. MacKenzie, AICP  
Director

Planning  
Community Improvement Program  
Growth Management

Staff to:  
Planning Board  
Heritage Commission  
Millyard Design Review Committee

May 30, 2007

Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Re: *Planning Board Comments on rezoning requests: 116 South Main Street; 316 & 322 South Main Street and 466 South Willow Street*

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the Planning Board has reviewed the above three rezoning requests and would like to offer the following comments:

**116 South Main Street:** The Planning Board, while recognizing that the property is split by the zoning boundary had some concerns about the potential impact of business activities on the backyards of residential properties on Walker Street (and perhaps the adjacent Piscataquog Trail). The Board would suggest that should the Board of Mayor and Aldermen wish to approve this request, that either the proposed Business zoning line be pulled back 25 feet from the residential properties on Walker Street or the BMA require the project to come to the Planning Board for site plan review so that an appropriate buffer and screening be implemented.

**316 & 322 South Main Street:** The Planning Board believes that these lots may be more appropriately zoned B-1 as requested. They also believed that the Board of Mayor and Aldermen may, at some point, want to consider rezoning the entire section of South Main Street from these properties down to Woodbury Avenue.

**466 South Willow Street:** The Planning Board again recognizes that the zone line crosses the property and makes a portion of the lot unusable. They did question the possible impact on adjacent residential properties, however. As in 116 South Main Street, the Planning Board suggests that should the Board of Mayor and Aldermen wish to approve this request, the BMA require the project to come to the Planning Board for site plan review so that an appropriate buffer and screening be implemented to protect the adjacent residential properties.

I will be available at your next meeting if you have any questions.

Sincerely,

Robert S. MacKenzie, AICP  
Director of Planning and Community Development

C: Planning Board Chairman

One City Hall Plaza, Manchester, New Hampshire 03101

Phone: (603) 624-6450 Fax: (603) 624-6529

E-mail: [planning@ManchesterNH.gov](mailto:planning@ManchesterNH.gov)

[www.ManchesterNH.gov](http://www.ManchesterNH.gov)

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# CITY OF MANCHESTER

## Board of Aldermen



June 5, 2007

The Honorable Jerome Duval, Chairman  
Committee on Bills on Second Reading  
One City Hall Plaza  
Manchester, NH 03101

Re: "Amending the Zoning Ordinance of the City of Manchester by extending the General Business District (B-2) into an area currently zoned Residential One Family District (R-1B), being a portion of Tax Map 381, Lot 47 with an address of 466 South Willow Street and abutting South Lincoln, South Willow and Parkview Streets. A majority of the property is currently zoned B-2 and the petition would extend the B-2 to include the entire lot."

Dear Mr. Chairman and Committee Members:

Based on the history and testimony from neighbors in the area at last evening's rezoning public hearing regarding the above petition I wish to note to following for the Committee's consideration.

This particular property has been a source of neighborhood complaints for many, many years. It would be my recommendation that improvements be made to the lot as it should have been many years ago! Once such improvements have been made we will be able to get feedback from the neighborhood residents. But, at this time considering the emotional testimony presented last evening let's not further destroy the quality of life in the neighborhood.

As their Aldermanic representative I, therefore, would strongly **recommend denial** of this petition for rezoning at this current time. Your favorable consideration of my request is greatly appreciated.

Sincerely,

Michael D. Garrity  
Alderman - Ward 9